BID Africa 1 – National Grant Template
Early Progress narrative report

Instructions

- Fill the template below with relevant information. If no result has been achieved on a specific point, please indicate it as “no result achieved yet”
- Use the information included in your project Full proposal (reproduced in annex III.a. 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 links to relevant digital documents, news/newsletters, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc.
- This report must first be sent as a Word document to BID@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

2. Project Description

  2.1. Project Coordinator: Institution/network/agency name:
      Ghana Biodiversity Information Facility
      C/o Department of Plant and Environmental Biology
      University of Ghana, Legon
      Accra, Ghana
      Tel: +233244128800
      Email: aasase@ug.edu.gh

  2.2. Main contact person and role:
      Alex Asase

  2.3. BID proposal identifier:
      BID-AF2015-0032-NAC

This programme is funded by the European Union
2.4. Project title:
Capacity enhancement for Ghana node of Global Biodiversity Information Facility (GBIF)

2.5. Start date and end date of the reporting period:
1st June 2016 – 30th November 2016

2.6. Country in which the activities take place:
Ghana

3. Overview of results

3.1. Executive summary

Detailed information about biodiversity information holders and needs as well as the capacity of stakeholders within a country is important for the effective functioning of a national biodiversity information facility (BIF). We have developed and distributed survey questionnaire on data holding and needs to biodiversity stakeholders in Ghana. The majority of questionnaires are yet to be received for a comprehensive analysis of data holding and user needs in Ghana. One person from the project participated in the BID capacity enhancement workshop hosted by ARCOS in Rwanda. Participation in capacity enhancement workshop has been very useful to the project and plans are far advanced to disseminate lessons learnt from the workshop.

3.2. Progress against expected milestones:

<table>
<thead>
<tr>
<th>Expected milestones/activities</th>
<th>Completed? Yes/No</th>
<th>Explanatory notes</th>
<th>Sources of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed capacity self-assessment questionnaire for national biodiversity information facilities (<a href="http://www.gbif.org/resource/82277">www.gbif.org/resource/82277</a>).</td>
<td>Yes</td>
<td>Survey completed online</td>
<td></td>
</tr>
<tr>
<td>At least three national data publishing institutions are registered with GBIF.org For registered data publishers see: <a href="http://www.gbif.org/publisher/search">http://www.gbif.org/publisher/search</a></td>
<td>No</td>
<td>The Ghana herbarium is registered with GBIF as a data publishing institution. We are yet to register at least two other institutions within the next six months.</td>
<td></td>
</tr>
<tr>
<td>At least one person from the project team has completed the certification process following the first BID Capacity Enhancement workshop</td>
<td>Yes</td>
<td>One person from the project attend the BID Capacity Enhancement workshop and in the certification process</td>
<td></td>
</tr>
<tr>
<td>Knowledge dissemination activities have been scheduled following the first BID Capacity Enhancement workshop</td>
<td>Yes</td>
<td>We plan to have a workshop in the first quarter of 2017</td>
<td>None</td>
</tr>
</tbody>
</table>
3.3. Datasets published on GBIF.org

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.

<table>
<thead>
<tr>
<th>Dataset title</th>
<th>Publishing institution</th>
<th>DOI or URL/Planned hosting institution</th>
<th>Date/expected date of publication</th>
<th>Explanatory notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DABCS collections dataset</td>
<td>Department of Animal Biology and Conservation, UG (DABCS)</td>
<td>GhaBIF/ GBIF</td>
<td>March, 2017</td>
<td>Data mobilization and publication activities yet to start</td>
</tr>
<tr>
<td>FORIG collections dataset</td>
<td>Forest Research Institute of Ghana (FORIG)</td>
<td>GhaBIF/ GBIF</td>
<td>June, 2017</td>
<td>Data mobilization and publication activities yet to start</td>
</tr>
<tr>
<td>Aquatic dataset</td>
<td>Department of Fisheries and Marine Sciences</td>
<td>GhaBIF/ GBIF</td>
<td>October, 2017</td>
<td>Data mobilization and publication activities yet to start</td>
</tr>
<tr>
<td>DPEB Sample dataset</td>
<td>Department of Plant and Environmental Biology</td>
<td>GhaBIF/ GBIF</td>
<td>Jan, 2018</td>
<td>Data mobilization and publication activities yet to start</td>
</tr>
</tbody>
</table>

3.4. Examples of use of biodiversity data available through GBIF

Use the table to document use or planned use of data available through GBIF as part of your project. Please provide the DOI for datasets published on GBIF or data downloaded from GBIF in the “Dataset” column. Briefly describe how the data have been used or are planned to be used in the “Data use” column (ca. 50 words). Provide the date or approximate time frame in months for the use or planned use in the “Date/time frame” column. Please provide links to any documents or webpages documenting the use in the “Sources of verification” column. Add as many rows as needed.

<table>
<thead>
<tr>
<th>Dataset</th>
<th>Data user</th>
<th>Data use</th>
<th>Date/time frame</th>
<th>Sources of verification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DABCS collections dataset</td>
<td>DABCS, UG; Ministry of Environment, Science Technology and Innovation (MESTI); UNEP-WCMC; University of</td>
<td>To meet Ghana’s commitments to Convention on Biological Diversity (Aichi Targets and Clearing House Mechanism); For analyses providing insights into use of animal data in policy; and for analyses providing insights into use of biodiversity data in making policy decisions and conservation plans.</td>
<td>June, 2017- Dec. 2018</td>
<td>N/A</td>
<td>These activities are planned use of data only</td>
</tr>
</tbody>
</table>

This programme is funded by the European Union
| FORIG collections dataset | Ministry of Environment, Science Technology and Innovation (MESTI); UNEP-WCMC; University of Kansas FORIG; | To meet Ghana's commitments to Convention on Biological Diversity (Aichi Targets and Clearing House Mechanism); For analyses providing insights into use of animal data in policy; and For analyses providing insights into use of biodiversity data in making policy decisions and conservation plans. | June, 2017 - Dec. 2018 | N/A | These activities are planned use of data only |
| Aquatic dataset | Ministry of Environment, Science Technology and Innovation (MESTI); DABCS, UG; UNEP-WCMC; University of Kansas | To meet Ghana's commitments to Convention on Biological Diversity (Aichi Targets and Clearing House Mechanism); For analyses providing insights into use of animal data for conservation and policy; and For analyses providing insights into use of biodiversity data in making policy decisions and conservation plans. | June, 2017 - Dec. 2018 | N/A | These activities are planned use of data only |
| DPEB Sample dataset | Ministry of Environment, Science Technology and Innovation (MESTI); Ghana Herbarium; UNEP-WCMC; University of Kansas | To meet Ghana's commitments to Convention on Biological Diversity (Aichi Targets and Clearing House Mechanism); For analyses providing insights into use of plants data for conservation and policy; and for analyses providing insights into use of biodiversity data in making policy decisions and conservation plans. | June, 2017 - Dec. 2018 | N/A | These activities are planned use of data only |

### 3.5. 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.

<table>
<thead>
<tr>
<th>Full title</th>
<th>Organizing institution</th>
<th>Dates</th>
<th>Number of participants</th>
<th>Sources of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

This programme is funded by the [European Union](http://europa.eu)
4. Implementation of BID project activities

4.1. Goal 1: Establish or strengthen national biodiversity information facility

Activity 1 name: Strategic plan

Description of any implementation during the reporting period: No project activities were planned during this period (1st June – 31st November 2016).

Sources of verification: N/A

Activity 2 name: Survey data holders

Description of any implementation during the reporting period: We have developed and administered survey questionnaire to biodiversity holding institutions in Ghana. We are yet to receive majority of the filled questionnaires for subsequent data analysis.

Sources of verification: Survey questionnaire

4.2. Goal 2: Increase available biodiversity data, within and beyond the grant period

Activity 1 name: Data mobilization and publication

Description of any implementation during the reporting period: No project activities were planned during this period (1st June – 31st November 2016).

Sources of verification: N/A

Activity 2 name: Capacity enhancement

Description of any implementation during the reporting period: No project activities were planned during this period (1st June – 31st November 2016).

Sources of verification: N/A

4.3. Goal 3: Apply biodiversity data in response to national priorities

Activity 1 name: Data use needs

Description of any implementation during the reporting period: Plans are far advanced to host a workshop on biodiversity data needs and holding institutions in Ghana in the third week of November 2016. However, we have not received the filled questionnaire from many institutions and we envisaged a reschedule of this workshop. Revised timetable and calendar confirmed.

Sources of verification: Questionnaire

Activity 2 name: Use cases

Description of any implementation during the reporting period: No project activities were planned during this period (1st June – 31st November 2016).

Sources of verification: N/A

Activity 3 name: Dissemination workshop

Description of any implementation during the reporting period: No project activities were planned during this period (1st June – 31st November 2016).

Sources of verification: N/A
5. **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 5.1 ‘Explanatory Notes’.

### Implementation period (maximum 24 months, starting 1 June 2016 at the earliest)

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID Capacity Enhancement workshop 1</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Notes</td>
</tr>
<tr>
<td>6-month progress analysis</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-term evaluation &amp; reporting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey of data holders*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data use needs*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data mobilization and publication</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses cases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissemination workshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This programme is funded by the [European Union](https://europa.eu).
### 5.1. Explanatory notes

* We have extended timelines on the survey of data holders and needs assessment because of the delay in receipt of filled / completed survey questionnaire from institutions for subsequent data analysis and hosting of stakeholders workshop.
6. Beneficiaries/affiliated entities and other cooperation

6.1. Relationship with project partners

There is a very cordial relationship between the project coordinating team and project partners. We have had a project meeting and all partners were very supportive and pledged to provide full support in the implementation of project activities.

6.2. Links to other projects and actions

We have not developed any links with other project or initiatives at this stage. However, there are plans to link project activities to JRS funded project on Mobilization of primary biodiversity data on West African plants particularly with regard to data capture and publications.

7. Visibility

7.1. Visibility of the BID project

Short summary
At this stage, we have described the objectives of the project and expected outcomes in the survey questionnaire sent to holders/users of biodiversity information in Ghana. These partners included government ministries, research institutions, universities and non-governmental organizations (NGOs) in the country.

Sources of verification
Survey questionnaire

7.2. Visibility of the EU contribution

Short summary
We have included on our survey questionnaire that the project is part of the GBIF-BID project with funds from the European Union.

Sources of verification
Survey questionnaire