GBIF | Global Biodiversity Information Facility

FINAL ACTIVITY REPORT

Guidelines on how to complete the activity report are included in italics. Please include sources of verification as links or annexes.

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

Contents

1. Project overview

Please insert text in the table

Project title	Mentoring GBIF Togo – GBIF France	
Project ID	CESP2018-001	
Project period	Start date (dd/mm/yy): 01/06/2018	End date (dd/mm/yy): 31/05/2019
Project lead		
Name of the main contact person	RADJI Raoufou Pierre	
Name of institution	University of Lomé	
GBIF Participant represented	GBIF TOGO	
Role(s) in this project	Mentee	
Project partner(s)		

Name and institution of the representative	GBIF Participant represented (if applicable)	Role(s) in the project
Anne-Sophie ARCHAMBEAU; gbif@gbif.fr, archambeau@gbif.fr	GBIF France	Mentor Node
Komla Emmanuel ATCHONOUGLO, Director of Computer Centre (CIC), University of Lomé, kossi.atchonouglo@gmail.com	University of Lomé	Monitoring
Sophie PAMERLON, GBIF France, sophie.pamerlon@mnhn.fr	GBIF France	Training, data publishing remote support
Marie-Elise LECOQ, GBIF France, melecoq@gbif.fr	GBIF France	Training, filming, IT support
Fabien CAVIERE, GBIF France, caviere@gbif.fr	GBIF France	Training, filming, IT support
Koudjo AKPENE, GBIF Togo, koudjoa@yahoo.fr	GBIF Togo	IT support
Kodjo Christian AHADJI, chris.nisio@gmail.com	GBIF Togo	IT Master student

2. Executive summary

Provide a brief explanation of the project and its implementation, the main capacity enhancement objectives achieved, the approach taken for the final evaluation, lessons learned and conclusions.

[As part of strengthening the network of biodiversity data stakeholders in Togo, GBIF Togo has benefited the BID program led by the secretariat of GBIF. In the continuity of the efforts in progress, several workshops made it possible to set up a committee for monitoring the activities of the node. This project aims to increase the online presence of the node: it's about designing and putting online a dynamic site dedicated to the GBIF's node (the site will be devoted to biodiversity and news from Togo) and to propose a joint outreach session and technical training for the country's data users, mainly the monitoring committee (composed by Marc Gnama from the Ministry of Environment, Sustainable Development and Forestry Resources; Boris Kasseney from the Ministry of Higher Education and Research; Ms Selom Ahonon from ITRA; Elorm Amegadzé from NGO "Les Amis de la Terre"; and M'Poh N'Koyi from the National Department of the Autonomous Port of Lomé) to be more involved in the data mobilization context.

This training session will raise the awareness of biodiversity stakeholders, (particularly the administrative staff of the Ministry of the Environment and Forest Resources, the Ministry of Higher Education and Research), through a technical training session on Togo's data.

This collaboration will enable GBIF France to share its experiences on guidance and technical assistance on data publishing and IT topics with GBIF Togo. Furthermore, this project will enable GBIF Togo to join the ALA community and to benefit from advices, technical workshops and experience coming from this international network.]

3. Project objectives

Provide the list of the objectives included in your original project proposal, and a description of how your project activities contributed to meeting them. Also include any additional objectives that were defined during the implementation of the project. In the event of unexpected challenges which prevented you to reach a planned project objective, please provide detailed explanations and indicate how you plan to reach these objectives post project.

[The project aims to increase the online presence of GBIF Togo node with the local and effective contribution regarding maintenance and updates. It's about designing and putting online a dynamic site dedicated to GBIF Togo node: installing GBIF Togo platform with a website and new portal using ALA technology and strengthening the national biodiversity information network by involving new data publishers and putting together the node staff, decision-makers from Ministries, and developers from University Computer Centre (CIC).

In reference to the "National [1]Strategy for Capacity Building for Environmental Management in Togo", Axis 4 aims at capacity building for biodiversity management through institutional capacity building in the field of biodiversity management. On "Requirements for the conservation and sustainable use of biodiversity" the 3 main objectives of the CBD are the conservation of biodiversity and its sustainable use. In the national document entitled Assessing National Capacity-Building Needs, on Biodiversity-related aspects (pages 8, 27, 39, etc.), the actions to be undertaken at the systemic level are those that contribute to the improvement of biodiversity information and communication system. To achieve this, the State should adopt some measures for the sustainable use such as data mobilization and use; education and sensitization on the importance of biodiversity data; promoting access to technology and technology transfer; and developing the biodiversity information exchange mechanism. This project is entirely in line with this action in Togo.

Moreover, according to GBIF strategic plan, GBIF Africa Implementation Plan (2017-2021) seeks to address needs for the GBIF network to maintain and coordinate software to support each of all levels and to ensure that data can be published, integrated, managed and used as efficiently as possible.

At the Participant level, GBIF Togo wants to collaborate to leverage Australia's investment in the ALA programme/tools and to customize these tools to deliver their own portals, with a focus on increasing community development and support to deliver a reusable and sustainable portal toolkit based on the ALA tools in partnership with experienced GBIF France.]

4. Project implementation

4.1. Activities completed

Describe the activities that have been completed at the time of writing the report. Explain how the different partners in the project have contributed to their implementation.

[Insert text here]

Activity	Status	Partner involved
Documentation on the specification of GBIF TOGO website	Completed	GBIF Togo (Master student) GBIF France (Fabien, Sophie)
Validation of protocol, based on ALA technology portal, using Drupal Creation of the datahub, addition of Mentee's data on Mentor's system	Completed	GBIF Togo (Master student) GBIF France (Fabien, Sophie)
Customization, content and presentation of the website	Completed	GBIF Togo (Master student, Node manager) GBIF France (Fabien, Sophie)
Outreach session	Completed	General Secretary of the Ministry of Environment Dean of the Faculty of Science, University of Lomé GBIF France (Eric Chenin HoD, Fabien, Sophie)
Workshop	Completed	Organizer GBIF Togo Trainers : GBIF France

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[1] http://www.tg.undp.org/content/togo/fr/home/library/environment_energy/strategie-nationale-de-renforcement-des-capacites-pour-la-gestio.html

http://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Integrating%20Environment%20into%20Development/ncsa/cross-cutting%20reports/french/ccr-togo.pdf

file:///C:/Users/ADMIN/Desktop/TOGO_Strat%C3%A9gie_Nat_Gestion_Envi_102008.pdf

		Participants: stakeholders, policy-makers, academicians, PhD students, NGOs
Registration of new institutions to strengthen GBIF Togo network		GBIF Togo (Koudjo & Node manager) GBIF France (Fabien, Sophie)
Publishing of new datasets to www.gbif.org and the national data portal		GBIF Togo (Koudjo & Node manager)

4.2. Post-project activities

Describe post-project activities if any (e.g. longer-term evaluation, follow-up projects/meetings/training events) and your plans for their completion.

[* Data mobilization : maintain collaboration within the monitoring committee (email, physical meeting) for achievement of the node strategic plan on data mobilization, on data use and on financial concern (project, grants, etc.)

* Data paper writing and publication: three of February workshop participants started drafting their data papers. ,

* Awareness and closer work within policy-makers on data mobilization and biodiversity data use for development]

* Data publishing: GBIF Togo staff will keep contact with potential data publishers and help them publish more datasets (with remote support from GBIF France)]

4.3. Project deliverables – final status

Provide updates on the status of the planned deliverables at the time of final reporting, listing the activities related to these and providing explanatory notes.

For any deliverables that have not yet been completed, please provide detailed explanatory notes and indicate planned completion date after the end of the project.

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

Please provide links to any documents or webpages in the "Sources of verification" column. Add as many rows as needed. Alternatively the deliverables can be attached to the report in the Annex.

Deliverable	Related activity	Status of deliverable at final reporting Completed? Yes/No	Explanatory notes, inc. planned completion date if necessary.	Sources of verification
An ICT national infrastructure (website and its data portal with documentation in French) for GBIF Togo	Documentation mobilization, Master student involvement	1. GBIF TOGO web site completed 2. GBIF TOGO portal on track	**1.** Documentation for the website in completed, compiled and defended as Master's graduation. **2.** Its deployment was done in the outreach session (February 2019) and always available on https://gbif.univ-lome.tg/ **3.** Portal documentation in progress but available on:	https://drive.google.com/drive/folders/1FNjxXXzz3JIB0-C4h4J4EYedieRpX_0J?usp=sharing https://gbif.univ-lome.tg/ http://193.50.94.215/ALT/index.html
Training of the GBIF Togo node staff on the new platform	Workshop	Completed in February 2019	Workshop report	https://docs.google.com/document/d/1uLxzEEsLgvC

Deliverable	Related activity	Status of deliverable at final reporting Completed? Yes/No	Explanatory notes, inc. planned completion date if necessary.	Sources of verification
				KJUsjBDEgvWIDo1aicg_XG799nL3MxMQ/edit https://assets.ctfassets.net/uo17ejk9rkwj/OjARaY23FyejQhLnJKKNJ/bb8c35b69742318f976c4bf7d5378104/Rapport_Atelier_Fevrier_Projet_CESP2018.pdf
Training on ALA tools, information and recorded training on data quality, data papers writing and publishing & technical tools, belonging on ALA community	Workshop	Completed in February 2019	Workshop report	https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEgvWIDo1aicg_XG799nL3MxMQ/edit https://assets.ctfassets.net/uo17ejk9rkwj/OjARaY23FyejQhLnJKKNJ/bb8c35b69742318f976c4bf7d5378104/Rapport_Atelier_Fevrier_Projet_CESP2018.pdf
Registration of new institutions to strengthen GBIF Togo network	Awareness in progress but new institutions registered in February workshop	On track	Node manager leverages all meetings (workshops, seminars) to encourage data holders to join the national network.	https://www.gbif.org/publisher/search?country=TG Physical meetings with ANGE, SNPT, MERF Participation on REDD+, WACA Project meetings.
Publishing of new datasets to www.gbif.org and the national data portal	Data mobilization	Completed in February 2019 workshop	- Plan d'Aménagement participative de la Forêt Classée d'Alédjo (Togo) - http://ipt-togo.gbif.fr/manage/metadata-basic.do?r=inv&edit=Edit - Inventaire floristique dans le cadre le cadre de l'Aménagement de la forêt classé de l'Amou-Mono (Togo) - Inventaire faunique dans le cadre le cadre de l'Aménagement de la forêt classé de l'Amou-Mono (Togo) - referentielasteraceae - foretclasseemissahoe	https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEgvWIDo1aicg_XG799nL3MxMQ/edit
Editing data papers for publication on Pensoft journals	Workshop	On track since February 2019 workshop	**1.** One Data paper published in peer review journal	1.Paper published on https://datascience.codata.org/articles/10.5334/dsj-2019-018/

Deliverable	Related activity	Status of deliverable at final reporting Completed? Yes/No	Explanatory notes, inc. planned completion date if necessary.	Sources of verification
			2. Three manuscripts in writing and improving process between participants and Node manager	2.On track
Launching session of GBIF Togo website and portal presentation, based on ALA technology, for University staff and Ministries partners (Ministry of Higher education and Research, and Ministry of Environment).	Outreach session	Completed in February 2019	**Add video, interview, journal cuttings (cf Annex)**	Annex: video, journal cuttings Report of launching session https://assets.ctfassets.net /uo17ejk9rkwj/OjARaY23F yejQhLnJKKNJ/bb8c35b6 9742318f976c4bf7d53781 04/Rapport_Atelier_Fevrie r_Projet_CESP2018.pdf
Outreach session with representatives from Togolese national biodiversity and environmental institutions (Ministry of Environment and Forestry Resources, Ministry of Urbanism, ITRA) and NGOs (Agbo-Zegue)	Workshop	Done in February In progress with the monitoring committee	Planning with Research and Innovation Office of University of Lomé (DRI) Done in february, see Workshop Report & web site https://gbif.univ-lome.tg/page/infos/presentation-du-gbif-togo	Emails and phone contacts with Dr Adjonou Kossi (DRI)kossiadjonou@hotm ail.com https://assets.ctfassets.net /uo17ejk9rkwj/OjARaY23F yejQhLnJKKNJ/bb8c35b6 9742318f976c4bf7d53781 04/Rapport_Atelier_Fevrie r_Projet_CESP2018.pdf

4.4. Project calendar

The calendar should be updated from the status at mid-term to reflect the project implemenation at the project's close. Please provide justifications for any changes in the notes column.

Activity	2018							2019					Notes
	J	J	A	S	O	N	D	J	F	M	A	M	
Documentation on the specification of GBIF TOGO website, 1st survey	■	■	■										
Validation of protocol, based on ALA technology portal, using Drupal Creation of the datahub, addition of Mentee's data on Mentor's system		■	■	■	■								

Activity	2018							2019					Notes
	J	J	A	S	O	N	D	J	F	M	A	M	
Customization, content and presentation of the website and data portal													
Deadline for mid-term reporting													
Technical Workshop: 1 week (between February and March 2019); 2nd survey													
Assistance in data quality and publication of new datasets; Evaluation, improvement and submission of data papers; Launch of the new GBIF Togo data portal linked to GBIF France													
Evaluation and lessons learnt													
Deadline for final reporting													

4.5. Project communications and visibility

Describe the way the results of your project have been and will continue to be communicated and shared with the project stakeholders and broader GBIF community. Please also review the page describing your project available from https://www.gbif.org/programme/82219/capacity-enhancement-support-programme#projects. Highlight any additional documents, events, news items or links that you would like to add to your page and provide links/attachment in the Annex.

[-Email list of participants is dressed and contact maintain within participants and the Node

- Before workshop, communications were made by flyers, on the university network and website, on partner's website (CHM Togo, GBIF France)

http://www.gbif.fr/content/projet-cesp-gbif-france-gbif-togo-2018-2019 ;

https://www.univ-lome.tg/fr/articles/Actu-agenda/Seminaire-du-GBIF-a-lUniversite-de-Lome ;

https://www.univ-lome.tg/sites/default/files/field/fichier/TDR%20et%20Programme%20Atelier%20CESP%20FDS.pdf

- Results continue to be shared with partners by email, on site (GBIF Togo, GBIF France, GBIFS)]

5. Evaluation: lessons learned and best practices

An assessement of the overall outcomes and impacts of your project, including strengths and weaknesses in its implementation and results. Try to identify your experiences that could help others to design and implement projects more effectively, including the best practices to adopt and the pitfalls to avoid.

[- Best practices: ability to decentralize authority and activities to project partners; know how to delegate authority and activities to project partners ; loyalty of data providers; expansion of partnerships in collaboration with loyal partners; to be able to philosophize by making failure topics for discussion between partners.

- Pitfalls to avoid: Impatience and haste (desire to succeed at the same time).]

6. Future plans and sustainability

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 or measured.

[- Data paper editing on track: contact maintained within participants; draft first reviewed by the Node manager who is required to propose appropriate journal for publication

- With monitoring committee, planning was made to make awareness within NU system

- Very advanced talks between the Node and the Administrative and Financial Office of the Ministry of Higher Education and Research in the context of the preparatory process of the 8th GBIF Africa meeting that will be held in 2020 in Lomé (Togo)]

7. Signature of the project main contact person

Signed on behalf of the project partners   Date

Pierre Raoufou Radji

_____   _10 May 2019

Annex 1 – Additional sources of verification

Please use this section to provide any additional sources of verification, for example links to relevant digital documents, news/newsletters, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc.

[Insert text here] Site de la TVT

http://tvt.tg/sensibilisation-sur-les-donnees-de-la-biodiversite/