



BID Africa 2017 – 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” and **indicate 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@BID.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

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2. Project Information

2.1. Project Coordinator: Institution/network/agency name:

Livingstone Museum

2.2. Main contact person and role:

Clare Mateke – Project Lead

2.3. BID proposal identifier:

BID-AF2017-0301-NAC

2.4. Project title:

Mobilising Bat Occurrence Data in Zambia

2.5. Start date and end date of the reporting period:

1st October 2017 – 31st January 2018

2.6. Country in which the activities take place:

Zambia

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)

The activities implemented so far during the project are as follows:

- 1) Two Research Assistants were recruited for the project. Advertisements were sent out in October and this was followed by interviews and the two successful applicants started work on 1st November 2017 and are employed for 12 months. They will be assisting with the digitisation and cleaning of the bat biodiversity data that is to be published, as well as collating literature on Zambian bats and helping to prepare distribution maps for the different bat species.
- 2) The capacity self-assessment form was filled and submitted in November.
- 3) A project kick-off meeting was held on 9th November 2017 with one project advisor from project partner Bats without Borders and Livingstone Museum staff present, including newly recruited Research Assistants, Natural History Department Staff and administrative staff. The meeting resulted in revised project schedule and a schedule of activities and responsibilities for the project. Training plans, financial issues and reporting criteria and deadlines were also discussed.
- 4) Two computers, measuring equipment and some molecular extraction materials were acquired for the project. The computers are being used for collating literature and will be used for digitising and cleaning the biodiversity data, while the measuring equipment is being used for confirming identities and measurement details relating to the bat specimen collection. The molecular extraction equipment will be used to extract tissue samples for molecular analysis to help confirm the species identity of the specimens, thereby improving the quality of the data.
- 5) The Project Lead attended the GBIF Capacity Enhancement Workshop on Biodiversity Data Mobilisation in Cape Town from 4-7 December 2017 as well as associated online learning before and after. Much useful knowledge and new skills were learnt concerning project planning, digitisation, data cleaning and publishing of



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biodiversity data. New contacts were also made which are likely to prove very useful in future both during and beyond the project.

- 6) The Project Lead and two Research Assistants attended training workshops in Graphic Information Systems (GIS) and molecular methods in Portugal at the CIBIO In-Bio research centre and laboratory, which is one of the project partners, from 11-19th December 2017. Skills learnt will be put to use later in the project when confirming the identities of bat specimens through molecular analysis and when preparing distribution maps for the species.
- 7) An extensive collation of literature on Zambian bats is currently underway and has been the key focus for the Research Assistants so far. It is not yet complete, but is making good progress. It is helping to give the project and the new Research Assistants useful background information for the project and it is hoped some of the literature can be used to extract data for mobilisation.
- 8) The Project Lead conducted a workshop on Biodiversity Data Mobilisation at the Livingstone Museum from 10-12 January 2018 to disseminate the knowledge acquired at the GBIF workshop in Cape Town. Participants included 5 members of staff from Livingstone Museum and one from the Department of National Parks and Wildlife, a local project partner. This will assist the staff members helping with the digitisation, cleaning and publishing of the data in the current project and hopefully will assist and guide others who may plan future data mobilisation projects.
- 9) Experts from the Harrison Institute and Bats without Borders, both project partners, conducted a training workshop in bat identification and taxonomy at the Livingstone Museum from 15-19 January 2018 for the Project Lead, Research Assistants and other Natural History Department staff. During the workshop the trainees learned skills in using various kinds of identification keys, were introduced to new resources and learnt about important features for identifying bats as well as various standards and techniques used in measuring specimens. During the workshop the identities of about 50% of the bat specimens in the Museum were confirmed. The team also had the opportunity to catch and learn how to identify live bats in the field during a one-day field trip. The trainers also held a meeting with the Livingstone Museum Director and Natural History staff to discuss future collaboration possibilities including improved online presence and publicity, capacity building, funding options for future projects, and staff development. These were both within and beyond the capacity of the project.

The outcomes of these activities are as follows:

1. Staff have been trained in GIS, molecular methods, data mobilisation and bat identification and taxonomy. These skills will go a long way towards achieving the aims of the project, particularly in improving the quality of the data that will be published.
2. Project team members have had the opportunity to network with other project leaders, participants, mentors, trainers and project partners, which will be very beneficial during and beyond this project in terms of technical support, ideas for new projects, staff development and capacity building.
3. At least one local project partner benefitted from the dissemination workshop on biodiversity data mobilisation.
4. Through networking and literature collation, the project team have discovered new materials relating to the subject matter that will help in improving the quality of the



data by confirming the identity of the specimens as well as discovering new sources of data held in various institutions.

3.2. Progress against expected milestones:

Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
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/evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite (FR)	YES		Submitted to GBIF
At least one national data publishing institutions are registered with GBIF.org Guidelines to become a publisher: https://www.gbif.org/become-a-publisher	YES	Livingstone Museum was registered and endorsed	Visible as a publisher on GBIF website
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 the BID programme Africa 2017	YES	Workshop attended. Assignments completed.	Workshop photos at: https://www.flickr.com/photos/44353813@N02/sets/72157667087850829/page3 . Assignments submitted through e-learning portal.
Knowledge dissemination activities have been scheduled following the first BID Capacity Enhancement workshop	YES	Carried out dissemination workshop for staff and one project partner. Dropbox with resources shared with collaborating partners.	Training report

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
Two research assistants recruited	Recruitment of research assistants	Yes	Advertisements sent out, applications received,	Interview report



			interviews conducted, 2 research assistants recruited on 1 st November 2017.	
Project roles, responsibilities and timescales agreed at kick-off meeting	Kick-off meeting	Yes	One staff member from Bats without Borders met with Livingstone Museum staff to discuss project logistics, training plan, assignment of reporting duties and deadlines	Meeting minutes Detailed roles/ responsibilities and Gantt chart with timeline
Tissue samples collected from existing museum specimens and core team (3 people) trained in basic molecular methods to verify species identification.	Molecular training and analysis	No	CIBIO-InBIO provided introductory training to core team in molecular methods. Collection of tissue samples from bat specimens is yet to be done.	Training report
Core team trained in GIS and data mobilisation methods	Core team GIS training workshop	Yes	CIBIO-InBIO and Bats without Borders provided training to core team in geographic information systems.	Training report
List of Zambian bat research literature documented	Bat literature collation	No	List of publications on Zambian bats is being compiled	
Core team (1 researcher and 2 research assistants from Livingstone Museum trained in bat identification by morphological methods	Bat identification training workshop	Yes	Two other staff members joined in for part of the training. In addition to training on identification of museum bat specimens, the team carried out one day of field work to supplement the training.	Training report

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
Livingstone Museum bat collection	Livingstone Museum	South African National Biodiversity Institute (SANBI)	May 2018	Hosting agreement under discussion
Zambian Bat Observations	Livingstone Museum	South African National Biodiversity Institute	August 2018	University of Stirling and other occurrence data



		(SANBI)		from field work in Zambia, including acoustic calls
Zambian bat collections held outside Zambia	Livingstone Museum	South African National Biodiversity Institute (SANBI)	August 2018	Other international museum collections of Zambian bats that have not yet been published on GBIF

3.5. 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. You may want to refer to the section 2.5 “Plan to support the integration of biodiversity information into policy and decision-making processes” of your BID full proposal. 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.

Dataset	Data user	Data use	Date/time frame	Sources of verification	Notes
All datasets	Livingstone Museum and Bats without Borders	Creation of Zambian bat species distribution maps, resulting in an atlas of Zambian bats	By Dec 2018	Not yet done	
	Livingstone Museum/DNPW	Development of species checklist of Zambian bats for the country and selected national parks	By Dec 2018	Not yet done	
	Livingstone Museum/project partners	Promoting the use of openly accessible biodiversity data on Zambian bats	By Dec 2018	Not yet done	



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
Kick-off meeting	Livingstone Museum	9 th November 2017	7	Minutes
GIS Training Workshop	CIBIO In-BIO/Bats without Borders	11-17 December 2017	3 trainees + 2 trainers	Training report
Molecular Methods Training Workshop	CIBIO-In-BIO	12-19 December 2017	3 + 5 trainers	Training report
Biodiversity Data Mobilisation Dissemination Workshop	Livingstone Museum	10-12 January 2018	6 participant + 1 trainer	Training report
Bat Identification and Taxonomy Training Workshop	Harrison Institute/Bats without Borders	15-19 January 2018	5 trainees + 2 trainers	Training report
Collaboration meeting	Harrison Institute/Bats without Borders/Livingstone Museum	18 January 2018	8	Minutes





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 (dd/mm/yy)																
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Notes
Recruitment of research assistants	X	X														Done
Fill capacity self-assessment forms		X														Done
Kick-off meeting		X														Done
BID Capacity Enhancement workshop – data mobilization and publication			X													Done
Molecular training and analysis/Core team GIS training workshop			X	X	X	X										In progress
Zambian bat literature collation			X	X	X	X	X	X								In progress
Dissemination workshop on data mobilisation and publication				X												Done
Bat identification training workshop				X												Done
Early Progress evaluation & Reporting				X												Done
Update Livingstone Museum specimen data				X	X	X										In progress
Collation of additional Zambian bat records				X	X	X	X	X	X							
Creation of DNA Library for Zambian bats							X	X								
Transform, cleaning and publishing specimen occurrence data						X	X	X	X	X	X					
BID Capacity Enhancement workshop – Data use							X									





Mid-term evaluation & reporting										X									
General GIS training workshops										X	X								
Creation of call data Library											X	X							
Preparation of maps and atlas for Zambian bats												X	X	X					
Preparation of Zambian bats paper											X	X	X	X	X	X			
Stakeholder meeting														X					





Evaluation period start date and end date (dd/mm/yy)				
Activity	1	2	3	Notes
Evaluation and reporting meeting		X		
Final evaluation and reporting	X	X	X	

4.1. Explanatory notes:

1. Molecular training and Core Team GIS training workshop were moved earlier to accommodate availability of trainers.
2. Minor adjustments have been made to timing of other activities after discussion with project team members and project partners.



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5. Beneficiaries/affiliated entities and other cooperation

5.1. 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.

The relationship with project partners has been good and productive. Local project partner Copperbelt University, helped advertise for the research assistant position for the project, which resulted in good candidates for recruitment.

The project team has been in discussion with local project partner Department of National Parks and Wildlife concerning historic research data in form of literature and research permits.

For the workshop organised by the Project Co-ordinator to disseminate knowledge gained during the BID Biodiversity Data Mobilisation workshop in South Africa, one participant was invited from local project partner Department of National Parks and Wildlife.

International project partners, including Bats without Borders, CIBIO-InBio (University of Porto) and the Harrison Institute have provided capacity building in form of several training workshops, both in and outside the country. There have also been fruitful discussions concerning ways of increasing the publicity about the project and future collaboration ideas.

5.2. 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) ?

Discussions and a meeting were held with representatives from the South African National Biodiversity Institute (SANBI) concerning hosting of the biodiversity data to be published.

The Project Leader benefitted from meeting with other project leaders, mentors, trainers and GBIF personnel during the Biodiversity Data Mobilisation workshop held in Cape Town, South Africa. These links are likely to prove useful in future, both within and beyond the project period.

6. Visibility

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

6.1. Visibility of the BID project

How is the visibility of your BID project being ensured?

The project has been publicized through the Project Co-ordinator's (Livingstone Museum) Facebook page

Project partner Bats without Borders has also publicized the project through its Facebook Page

Information has been sent to BID to update the project website on GBIF

Creation of an independent project website in order to improve publicity about the project is in progress.



Short summary

Sources of verification

<https://www.facebook.com/livingstone.museum/>

<http://www.facebook.com/batswithoutborders/>

<https://www.gbif.org/project/32mmLbZEtqiGQgiayAg6QQ/mobilizing-bat-occurrence-data-in-zambia> (when updated)

6.2. Visibility of the EU contribution

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

Short summary

We are using the EU logo in public communications where possible and stating that the BID programme is being funded by the European Union.

Sources of verification

Training reports (attached)

<https://www.facebook.com/livingstone.museum/>

Signature _____

Name of the contact person for the BID Project: __Clare Mateke_____

Date report sent by email in Word format to bid@gbif.org for pre-approval: __30-01-2018__

Date report sent by post to GBIF Secretariat: _____

