



# BID Africa 2015 – 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.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 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](mailto: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

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### Template

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## 2. Project Information

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

Ghana Biodiversity Information Facility (GhaBIF)

### 2.2. Main contact person and role:

Alex Asase

### 2.3. BID proposal identifier:

BID\_AF2015-00032-NAC

### 2.4. Project title:

Capacity enhancement for Ghana Node the Global Biodiversity Information Facility (GBIF)

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

1<sup>st</sup> November 2017 and 31<sup>st</sup> August 2018

### 2.6. Country in which the activities take place:

Ghana

## 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)*

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 biodiversity data holdings and needs to biodiversity stakeholders in Ghana. The questionnaires have been filled and returned, and its be comprehensively analysed. The result of the survey has been published. One person from the project participated in the BID capacity enhancement workshop hosted by ARCOS in Rwanda, and she was awarded a gold badge. Participation in capacity enhancement workshop has been very useful to the project and plans are far advanced to disseminate lessons learnt from the workshop. We have also organized a workshop on biodiversity data needs for Ghana. Data mobilization and publication was achieved in partner institutions. Strategic plan for the Ghana Node of GBIF is yet to be completed.



### 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
Completed capacity self-assessment questionnaire for national biodiversity information facilities <a href="https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities">https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities</a> (EN) <a href="https://www.gbif.org/document/82782/evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite">https://www.gbif.org/document/82782/evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite</a> (FR) <b>(Early Progress report milestone)</b>	Yes	Survey completed online	See attached
At least three national data publishing institutions are registered with GBIF.org Guidelines to become a publisher: <a href="https://www.gbif.org/become-a-publisher">https://www.gbif.org/become-a-publisher</a> <b>(Early Progress report milestone)</b>	Yes		GBIF.org
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 <b>(Early Progress report milestone)</b>	Yes	One person from the project (Mrs Gladys Schwinger) attended the BID Capacity Enhancement workshop. She was awarded a gold badge.	GBIFS
Knowledge dissemination activities have been scheduled following the first BID Capacity Enhancement workshop <b>(Early Progress report milestone)</b>	Yes		See report attached
At least one dataset has been published to GBIF.org <b>(Midterm report milestone)</b>	Yes		GBIF.org
The data users identified in the full proposal have documented their intended use of the mobilized data and provided early feedback	Yes		



<b>(Midterm report milestone)</b>			
All mobilized data have been published to GBIF.org <b>(Final report milestone)</b>	No	We are get to published data from one of our project partners (FORIG)	
All published data meet the minimum requirements outlined in the Data Quality Requirements available at <a href="https://bid.gbif.org/en/community/data-quality/">https://bid.gbif.org/en/community/data-quality/</a> <b>(Final report milestone)</b>	Yes		
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 <b>(Final report milestone)</b>	Yes		See report attached
Final capacity self-assessments for national biodiversity information facilities have been completed with sustainability plans. <a href="https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities">https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities</a> (EN) <a href="https://www.gbif.org/document/82782/evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite">https://www.gbif.org/document/82782/evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite</a> (FR) <b>(Final report milestone)</b>	Yes		See report attached
All uses of the mobilized data have been documented <b>(Final report milestone)</b>	Yes	All uses of data have been documented	
Best practices and lessons learned have been documented <b>(Final report milestone)</b>	Yes		

### 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
Strategic plan for Ghana Node of GBIF	Stakeholders engagement / project meetings	No	Initial meetings have been organized. This activity has not been	



			completed.	
Inventory of biodiversity data holders in Ghana	Questionnaire administration, and data analysis	Yes	The survey has been completed and the data analysis achieved.	Report attached
Library of data records on Ghana's biodiversity	Data digitization, geo-referencing data cleaning, and publication	Yes	We have published most of the data records captured.	GBIF.org
Training in data mobilization, management and use	Training workshop	Yes	The workshop has been organized. Participants were trained in data digitization, cleaning etc.	See knowledge dissemination report attached
Biodiversity data use and requirements understood for Ghana	Stakeholders meeting/ workshop on data needs	Yes	A stakeholders meeting has been organised and the report compiled.	See report
Use cases documented	Literature review / internet searches / data analysis	Yes	This is an on-going activities and will be completed close to the end of the project for purposed of a comprehensive report.	None





Dissemination of findings	Hosting of a workshop	No	This activity depends on other planned activities and will be achieved in the 2 <sup>nd</sup> -3 <sup>rd</sup> week of August, 2018	None
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### 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
DPEB sample dataset	Ghana Herbarium, Department of Plant and Environmental Biology, UG	GBIF France	Dec., 2017	Dataset published
DABSC Collection dataset	Department of Animal Biology and Conservation science, UG	GBIF France	Dec., 2018	Dataset published
FORIG collections dataset	Forest Research Institute of Ghana (FORIG), Kumasi	GBIF France	April, 2019	Dataset digitized but yet to be published
Aquatic dataset	Department of Fisheries and marine Sciences, UG	GBIF France	June, 2018	Data 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?

Where did the demand for these data come from?

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?

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?



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*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?*

*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?*

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

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

*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?*

### 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
Survey of biodiversity holdings and needs	Scientific publications	n/a	Asase and Schwinger (2018) Assessment of biodiversity data holders and needs for Ghana (manuscript attached)
Biodiversity data digitization	Scientific publications	n/a	Asase et al., A new model for efficient, need-driven progress in generating primary biodiversity information resources (under review)

### 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
Workshop biodiversity data needs fro Ghana	GhaBIF	21 <sup>st</sup> April 2017	31	Workshop report
Knowledge	University of	8 <sup>th</sup> -9 <sup>th</sup> March,	15	See attached report







dissemination workshop	Ghana	2018		
Ghana Biodiversity Information Management Forum	Connect/ ABC Project/ GhaBIF	22 <sup>nd</sup> -23 <sup>rd</sup> March, 2018	34	See attached report





#### 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 (maximum 24 months, starting 1 June 2016 at the earliest)																										
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	16	17	18	19	20	21	22	23	24	Notes	
BID Capacity Enhancement workshop 1			X	X																						
6-month progress analysis						X																				
Mid-term evaluation & reporting											X	X														
Survey of data holders	X	X	X	X	X	X	X	X	X	X	X	X	X													
Data use needs							X	X	X	X	X	X	X													
Project training													X	X	X											
Data mobilization and publication															X	X	X	X	X	X	X					
Uses cases																			X	X	X					
Strategic plan																					X	X	X			
Dissemination workshop																							X	X		





Evaluation period (maximum 6 months, ending 31 December 2018 at the latest)							
Evaluation period start date and end date (dd/mm/yy)							
Activity	1	2	3	4	5	6	Notes
Final financial and narrative reporting		X	X				
Survey of data holders	X						
Data use needs	X						
Project training				X			
Data mobilization and publication				X			

**4.1. Explanatory notes:**



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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)*

The Ghana Node of GBIF will collaborate with existing biodiversity informatics initiatives such as UNEP-WCMC CONNECT and JRS Biodiversity funded ABC project to ensure that capacity acquired will be used to mobilize more data that will be shared, and used in developing information resources. The Ghana Node of GBIF is also collaborating with other nodes (e.g. Liberia Node of GBIF) to apply for a GBIF capacity enhancement project in order to share experiences acquired from the BID project.

## 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.*

There is a very healthy and productive working relationship among project partners.

### 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) ?*

We are working closely with other biodiversity informatics initiatives in the country including the GBIF-BID Ghana Node capacity enhancement project, the CONNECT Project funded by UNEP-WCMC, and the ABC Challenge funded by the JRS Biodiversity Foundation. We organized a Biodiversity Information Management Forum (BIMF) with other partners about the importance of sharing and using biodiversity

## 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?*

#### Short summary

We talked about the BID project and acknowledge funding during our stakeholder meeting as well as the recently held BIMF in Ghana. We have also acknowledged BID in manuscripts that are currently under review for peer-reviewed publication.

#### Sources of verification

See attached reports.

### 7.2. Visibility of the EU contribution

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



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**Short summary**

**Short summary**

We acknowledged EU as the major source of our funding during our stakeholder meeting.

**Sources of verification**

See attached reports.

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Signature \_\_\_\_\_

Name of the contact person for the BID Project: \_\_\_\_\_

Date report sent by email in Word format to [bid@gbif.org](mailto:bid@gbif.org) for pre-approval: \_\_\_\_\_

Date report sent by post to GBIF Secretariat: \_\_\_\_\_

