

Strengthening GBIF Philippines

MID-TERM ACTIVITY REPORT

Contents

Executive summary	1
Contact Information.....	4
Introduction.....	4
The project and its objectives.....	4
Project activities completed by mid-term.....	5
Project communications.....	10
Mid-term evaluation findings and recommendations for the remaining project implementation period.....	10

Executive summary

The midterm report covers the project accomplishments for the period 1 March to 15 July 2016 based on the approved calendar of activities as follows:

- Meeting with PCHM members for their support to the approved GBIF Project and assessment of their current status for possible participation to the training
- Planning meetings and preparation of the training programme for the project Strengthening GBIF Philippines and Initial arrangements for the workshop
- Conduct of online survey assessment to assess the participants level of understanding of GBIF tools and IPT
- Conduct of the Training of Trainers (TOT) and Post Training Assessment

The Strengthening GBIF Philippines project was proposed to enhance the capacities of BIOWEB partners and BMB informatics personnel to facilitate the organization and sharing of biodiversity information meeting GBIF standards. The Training of Trainers (ToT) was designed to familiarize the target participants with GBIF publishing standards, Darwin Core and Integrated publishing Toolkit(IPT). The project is also expected to result in the increase

in the available biodiversity data to support science-policy needs for better decisions for the conservation and sustainable use of biodiversity

The project likewise intends to encourage ASEAN Member States (AMS) to engage into partnership with GBIF through the ASEAN Centre for Biodiversity as the host of the Regional CHM for the AMS.

The project proposal was approved by GBIF last December 2015. BMB received the grant letter last March 21, 2016 and was signed and forwarded to GBIF last June 1, 2016 after getting the legal clearance from the Department of Environment and Natural Resources (DENR). The Biodiversity Management Bureau led the project implementation with the ASEAN Center for Biodiversity (ACB) and Belgium Biodiversity Platform providing the IPT facility and training modules respectively. Target participants and direct beneficiaries of this training programme are selected partners of the BMB for the Philippine CHM which also serves as Philippine Biodiversity Biodiversity Information (PHILBIF).

As a follow up to the January interagency meeting for the strengthening of the Philippine CHM which was participated in by existing and prospective member of the PCHM/PHILBIF, discussion between BMB and ACB were conducted in March and April 2016 to prepare and finalize the module and other relevant learning materials. The meeting also identified tentative dates for the preparatory meetings and actual training workshop, venue, and initial list of participants and Resource Person for the Training workshop on GBIF tools and IPT.

The final training design (Annex 3) was the result of collaboration and agreement between BMB, GBIF Secretariat, ACB and the Belgian Biodiversity Platform. It includes the training objectives, methodology (including module and topic descriptions), target participants, expected outputs and training agenda. Training materials, presentations and exercises derived from the GB22 Nodes Training Event in Madagascar was retrofitted to suit the Philippine situation and the needs of the participants. All activities undertaken are closely coordinated with representatives of the PHILBIF member organizations to keep them abreast of the development and progress of the project.

As indicated in the approved work schedule of the project, a meeting with the BOWEB members was already held in January 2016 for the strengthening of PCHM. The BIFA project was introduced and preliminary agreements were reached on who should participate in the BIFA ToT. To ensure the equal participation of all regions and adherence to the approved project budget, 10 member institutions across the country were considered as participants to the training. Institutional partners from the academe, civil society and research organizations and museums generating and holding biodiversity data were allocated 2 participants consisting of a scientist and an IT expert. With the inclusion of BMB

informatics staff, there were 35 initial participants considered for the training. It was also firmed up that the ToT will be held in June or July 2016 during the mid-year break for the Academe to ensure that they will be able to attend.

Through skypecalls with Belgian partners, an online preparatory survey using Google Forms was developed to assess the participant's knowledge of the GBIF standards and IPT tools which generated 23 responses (Annex 2 and 2a). The summary of the preparatory survey enabled the Belgian trainers to adjust the training agenda, lectures and demos to suit the participants needs and knowledge.

The ToT was conducted on June 20-24, 2016 and a total of 33 participants were able to attend. The five day training-workshop equipped the participants with the principles and processes involved in data transformation, mapping different data types following the Darwin Core Standard, importance of metadata and publishing primary biodiversity data.

Participants were assisted in the hands-on publishing of their biodiversity data using the IPT facility provided by ACB. As a result a total of 16 data sets consisting of XX records were generated during the hands-on session ready for publication at PCHM and GBIF.

Moreover, at the end of the training period, the various participating institutions prepared and presented their IPT Action Plan on how to disseminate the knowledge gained from the training back to their respective organizations. The same action plans will serve as their road map in publishing biodiversity information to both PCHM and GBIF. As an example, Dr. Ely Alcala of Siliman University presented their action plan comprised of the following: 1) seeking endorsement as a GBIF publisher, 2) updating of their Museum records, 3) seminar orientation on Philippine BIOWEB and GBIF Initiatives and 4) hands-on training on IPT. Aside from the data publication, the following are also considered major outputs of the training: agreement on the PHILBIF Structure; approval/endorsement of the request of Siliman University as a GBIF Publisher (which was immediately endorsed by BMB as the PHILBIF Node Manager); and initiative to engage and invite other organizations/institutions to join the BIOWEB.

More mentoring activities are expected in September this year to include other BIOWEB members of PCHM. ACB expressed its full support for the conduct of the said activities.

Contact information

Armida P. Andres

Chief, Biodiversity Policy and Knowledge Management Division

Biodiversity Management Bureau

Project Lead and Co-implementer

Email: nenengandres@yahoo.com

Telephone: (632) 920448; (632) 924-6031 to 34 local 210 to 2012

Introduction

This report describes the activities and progress in project implementation from the initial meeting with PCHM members and ACB (March 2016) to the post training meeting (July 15, 2016). It contains details on the planning, coordination and logistical arrangements done in preparation for the conduct of a Training of Trainers (TOT) on GBIF Integrated Publishing Toolkit last June 20-24, 2016 in Tagaytay City, Philippines. These preparatory activities were conducted in consultation with ACB and Belgian Biodiversity Platform as collaborators of the project.

The project and its objectives

The project on Strengthening GBIF Philippines aims to facilitate a more effective and efficient mobilization of Biodiversity information in the Philippines, specifically from the PCHM members. It will ensure that these information will be organized in standard formats that can be integrated, analysed and utilized as basis for decision making and policy development in the country. The training workshop will enable the participants to publish their biodiversity data using GBIF standards, Darwin Core and Integrated Publishing Toolkit (IPT). The target beneficiaries include the BOWEB partners from the academe, civil society and research organizations and museums generating and holding biodiversity data.

The project is implemented with the support from the GBIF-Biodiversity Information Fund for Asia (BIFA), with BMB as the lead implementer. The collaborators of this project includes the following ACB Informatics Personnel and GBIF Nodes/affiliates from Belgium who will contribute their expertise on the GBIF data standards, Darwin Core and Integrated Publishing Toolkit:

1. ASEAN Center for Biodiversity (ACB):
 - a) Dr. Sheila G. Vergara , Director Biodiversity Information
 - b) Christian B. Elloran, Database Specialist
 - c) Ms. Lilibeth Cabebe, CHM and KM Officer

2. Belgium Biodiversity Facility:
 - a) André Heughebaert
 - b) Nicolas Noé

The Belgium Biodiversity Facility designed the modules based on the GB22 Nodes Training Event in Madagascar (data types, Darwin Core Concepts and Integrated Publishing Toolkit). The ACB team headed by Dr. Sheila G. Vergara provided the IPT Facility used throughout the duration of the training.

Specifically the project aims to,

1. make biodiversity data available following the GBIF standards to the PhilCHM/PhilBIF
2. fully operational PhilCHM/PhilBIF that facilitates and encourages information sharing and collaboration among partners and other stakeholders
3. convince and increase the willingness of partners to share biodiversity information and promote science informed decision making and policy development contributing to the national conservation efforts.

Project activities completed by mid-term

The major accomplishments in the midterm report include the signing of the grant letter, meeting with partners and determination of the training participants, planning and customization of the training agenda in collaboration with GBIF and Belgian trainers, preparation and analysis of the online preparatory survey, initial and final workshop arrangements including training venue and participant accommodation, conduct of the GBIF-IPT Training of Trainers ,Post Training meeting and preparation and submission of the Midterm Activity Report.

Accomplishment for the midterm activities are detailed in **Table 1**.

Table 1. Mid-term project accomplishment from March 01, 2016 to July 15, 2016 with the deliverables as per approved calendar of activities.

Date	Activities/Deliverables	Status/Major Accomplishments
January 2016	Meeting with PCHM members for their support to the approved BIFA	<ul style="list-style-type: none"> • Done • Available datasets and various IT Systems used in biodiversity data

	Project	gathering were presented
10 -11 March 2016	Preparation and submission of the Final version of the project proposal with budget submitted to GBIF Secretariat	<ul style="list-style-type: none"> • Receipt of the Final clean version of the project proposal was received by the GBIF Secretariat
21 March 2016	Receipt and editing of the draft grant letter	<ul style="list-style-type: none"> • Finalized editing of the Grant letter and forwarded to DENR-Legal Office for signing clearance
01 April – 31 April 2016	Finalization of the List of participants and possible venue of the training	<ul style="list-style-type: none"> • 10 BLOWEB Partners were selected to participate in the training • Invitations to the training were prepared and sent to the selected participants. (Annex 7) • Tagaytay City was chosen for the venues in consideration of the weather and traffic situation
23 May 2016	Skype call with GBIF Secretariat and Belgium Biodiversity Facility	<ul style="list-style-type: none"> • Discussion on the responsibilities of the participants were discussed • Initial background and expertise of the participants were presented to the trainers • Finalization of the training dates and venue were discussed • Flight details and hotel accommodation for the trainers were finalized • Agreement that two(2) Belgian trainers will be involved instead of one initially proposed
30 March 2016 - 1	Follow-up of the Clearance for the Grant Letter from the DENR-	<ul style="list-style-type: none"> • Preparation of Justification Letter to support of the request for Clearance

June 2016	Legal Office and Forwarding of the Signed Grant Letter to GBIF Secretariat	<p>for Grant Letter. (Annex 1)</p> <ul style="list-style-type: none"> • Follow-up calls for the Grant Letter clearance at the DENR-Legal Office. • Grant Letter signed by BMB Director after obtaining clearance. • Signed Grant Letter (Annex 12) forwarded to GBIF Secretariat (email and courier).
26 May 2016 – 13 June 2016	Training Agenda	<ul style="list-style-type: none"> • Draft of the training agenda was presented on 23 May 2016. • Final version of the training agenda was received from Belgian Trainers. (Annex 3)
15 May -30 May 2016	Selection of the training venue and hotel accommodation for the participants	<ul style="list-style-type: none"> • Request for quotation from interested Hotels in Tagaytay City was posted for 7-days in the Philippine Government Electronic Procurement System (PhilGEPS). • Evaluation of the bids/quotation from interested hotels, determination of the winning bidder and awarding of the contract for the venue/hotel services.
20 May – 15 June 2016	Confirmation of participation and finalization of list of participants from partners	<ul style="list-style-type: none"> • 10 BIOWEB Partners confirmed sending participants consisting of at least one scientist and IT personnel. • Airline bookings and transportation from airport to venue of 6 participants from Visayas and Mindanao processed. • Travel advisory including departure date and transportation to the venue from local participants issued. (Annex 8)
8 June 2016	Skype call with Belgium	<ul style="list-style-type: none"> • Discussion on the preparatory

	Biodiversity Facility and ACB for the final preparations for the training	<p>documents and ToT Preparatory Online Survey.</p> <ul style="list-style-type: none"> • Involvement of Christian Elloran of ACB and Darwin R. Tejerero in the training agenda were discussed. • Discussion of GBIF's Mélanie Raymunds remarks on the training agenda. • Discussion on the flight/hotel details of the Belgian trainers and participants. • Workshop practicalities including the arrangement of the workshop venue were discussed.
16 June 2016	Funds released to proponent	<ul style="list-style-type: none"> • The first tranche amounting to Euro 9,000 was released by GBIF to BMB on 16 June 2016. Information was relayed thru email by the GBIF Secretariat. • This amount represents 60% of the total project cost.
10 June 19 June 2016	Final Preparations for the conduct of the Training	<ul style="list-style-type: none"> • Final coordination with confirmed participants and preparations including training supplies and assignment of key task to BMB IT personnel. • Coordination with the hotel with the logistics and training audio/video requirements (projector, sound system and table arrangements). (Annex 11)
20 June – 24 June 2016	Conduct of the project Strengthening GBIF Philippine- Training on GBIF-Integrated Publishing Tool	<ul style="list-style-type: none"> • Training conducted with 33 participants compose of 20 participants from 10 BIOWEB Partners, 3 from ACB and 10 from BMB facilitated by 2 Belgian Trainers

		<p>with IPT facility provided by ACB. (Annex 10)</p> <ul style="list-style-type: none"> • Using test mode, sixteen datasets consisting of various biodiversity species published during the training were reviewed with positive feedback from the Belgian trainers. • Two(2) BLOWEB partners applied as publisher to GBIF and subsequently endorsed by BMB as GBIF Publisher (Mindanao State University – Tawi-Tawi campus and RB Gonzales Museum of Natural History).(Annex 13) • Participants presented their Action Plan to disseminate the knowledge back to their organization. (Annex 9) • As part of the training output the Philippine CHM / Biodiversity Information Facility Structure (Annex) and initiative to engage and invite other organizations/institutions to join the BLOWEB were agreed. • Discussion on the action to take in the turn-over of the Philippine Biodiversity Information System (PhiliBIS) and scheduled visit to the office of Dr. Damasa M.Macandog of UP-Los Banos to discuss their Mt. Makiling Biodiversity Information System (MakiBIS). • Training evaluation forms were forwarded to the Belgian Trainers for their reference.
15 July 2016	Post Training Meeting	<ul style="list-style-type: none"> • Done – post training with BMB IT staff

		to discuss the action plan including the succeeding activities as indicated in the approved project calendar.
16 July – 25 July	Preparation and submission of the Midterm activity and financial report to the GBIF Secretariat	<ul style="list-style-type: none"> • Midterm Activity and Financial Report Submitted to the GBIF Secretariat by July 30, 2016.

Project communications

The progress and results of the project were closely coordinated by the Knowledge and Information Management section of BMB to the BLOWEB partners and the GBIF Secretariat thru Dr. Melanie Raymond and Ms. Anne Mette Nielsen. Darwin R. Tejerero, the GBIF Node Manager for Philippines was in-charge of the coordination with the Belgian Trainers and monitoring of the project results which was included as agenda item in the 7th GBIF Asia Regional Nodes Meeting held last 28 June 28 – 1 July, 2016 in Tagaytay City, Philippines (**Annex 4**). Reports and periodic updates were communicated to GBIF for uploading in the website dedicated for the project. The BMB communications contact persons for this undertaking are as follows: • Main Contact: Ms. Armida P. Andres, Chief of the BMB-BPKMD (email: nenengandres@yahoo.com.au) • Alternate Contact: Mr. Darwin R. Tejerero, Information Technology Officer II (email: radniw518@gmail.com). BMB released periodic news articles and other updates about the project in its website and submitted a newsletter to GBIF (**Annex 6**).

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

In spite of the delays in the preparation due to the need for a clearance from the DENR-Legal Office for the project Grant Letter, the training proved to be productive and successful. The objectives of the training were met because the participants learned the basics of Darwin Core and data publishing using the GBIF-Integrated Publishing Toolkit. Based on the initial feedback from the trainers, the outcome of the training was impressive considering that the participants lack the basic IPT/Darwin Core knowledge (**Annex 5**) at the start of the Training. On the part of the participants, they have positive feedback on the training agenda and the way the trainers adjusted the delivery of the training to suit the participant's

knowledge. Published datasets using the GBIF standards thru hands-on exercises indicate that the participants learned and gained knowledge from the training, which they can share with colleagues in their respective institutions. With the ToT, the participants were expected to publish more biodiversity information from their data holdings and their museum collections. Said information can be used as reference for science based decision in pursuit of biodiversity conservation and preventing biodiversity loss. Based on their submitted Action Plans, participants will introduce GBIF standards and conduct mentoring activities in their respective institutions which could generate more published data for the Philippines.

To address the lack of funding which limited the participants from only 10 out of the 31 BOWEB partners, BMB IT Staff who attended the training will implement a mentoring plan to the other 21 PCHM (BOWEB) members from August-November 2016. The training will cover topics on GBIF standards, Darwin Core and Integrated Publishing Toolkit(IPT). Setting-up of IPT Facility in BMB to be used during trainings is planned with the assistance of ACB. A post mentoring meeting to assess the result of the mentoring plan will be conducted on December before the submission of the final report on 30 December 2016.

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR : THE DIRECTOR
BIODIVERSITY MANAGEMENT BUREAU

FROM : THE ACTING ASSISTANT SECRETARY
FOR LEGAL AFFAIRS

SUBJECT : Biodiversity Information Fund for Asia (BIFA) Project

DATE : MAY 31 2016

This pertains to your Memorandum dated March 31, 2016 requesting for legal opinion and/or clearance to accept the Biodiversity Information Fund for Asia (BIFA) Grant amounting to **15,000 Euro** as evidenced by a Grant Letter dated 21 March 2016 from the Global Biodiversity Information Facility (GBIF) to that Bureau, for your project entitled "Strengthening GBIF Philippines" the terms and conditions of which are stated therein.

As per your Memorandum dated May 18, 2016, it appears that it was the Philippine government, through your Bureau which submitted a funding proposal for capacity related activities (e.g. mentoring, training workshops) for BIFA funding and support and the same was approved on December 14, 2015 with a budget of EU 15,000.00 as per Grant Letter dated 21 March 2016.

This Office, after reviewing said GBIF Grant Letter 2016, finds no objectionable provision in the Special Conditions of the Grant and has no objection to your acceptance thereof. This Office, however notes that the bank clauses are still to be filled up, which should be done at the soonest.

With regard to your request for guidance on protocols in inviting participants from China for the meeting (a draft copy of said invitation is not attached to the Memorandum), it suggested that the said guidance be sought from the Department of Foreign Affairs.


ATTY. ANSELMO C. ABUNGAN

STRENGTHENING GBIF PHILIPPINES
ANNEX 2-ONLINE PREPARATORY SURVEY

23 responses



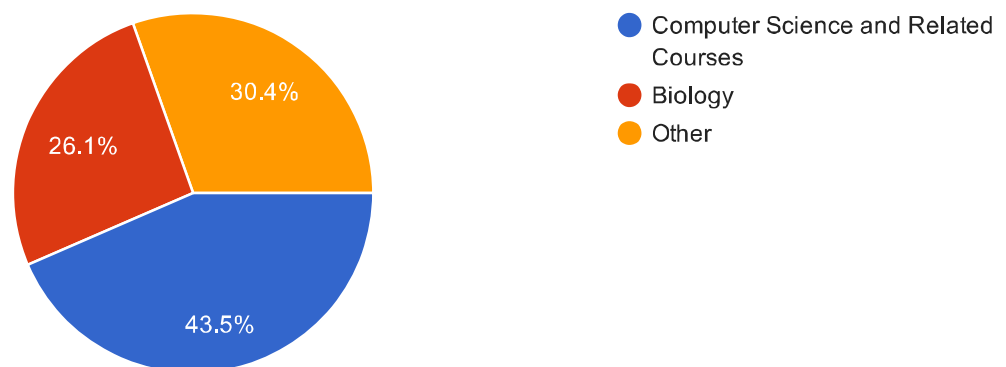
SUMMARY

INDIVIDUAL

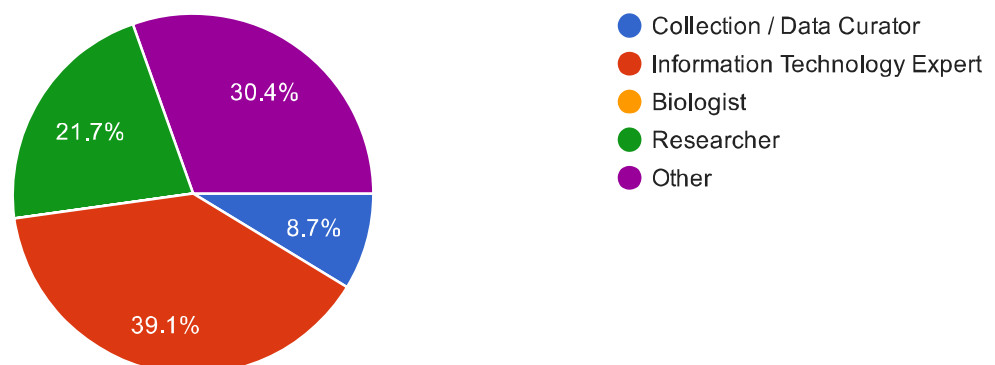
Accepting responses



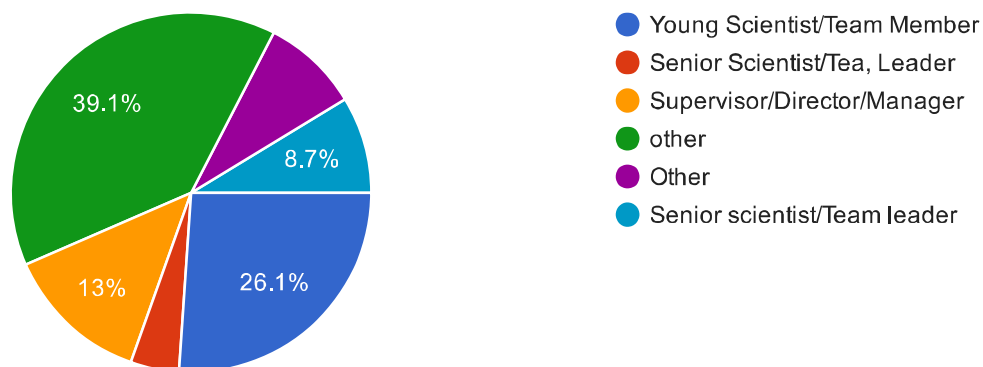
What is your educational background? * (23 responses)



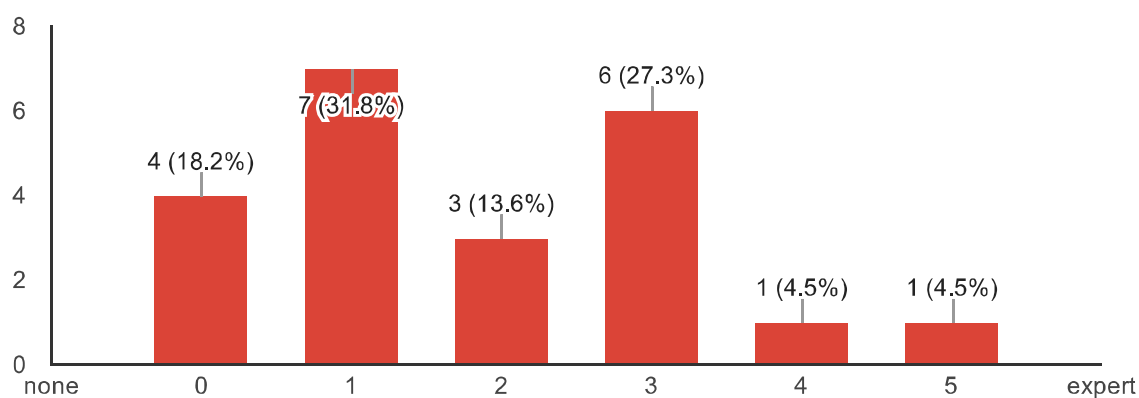
What is your current activity? * (23 responses)



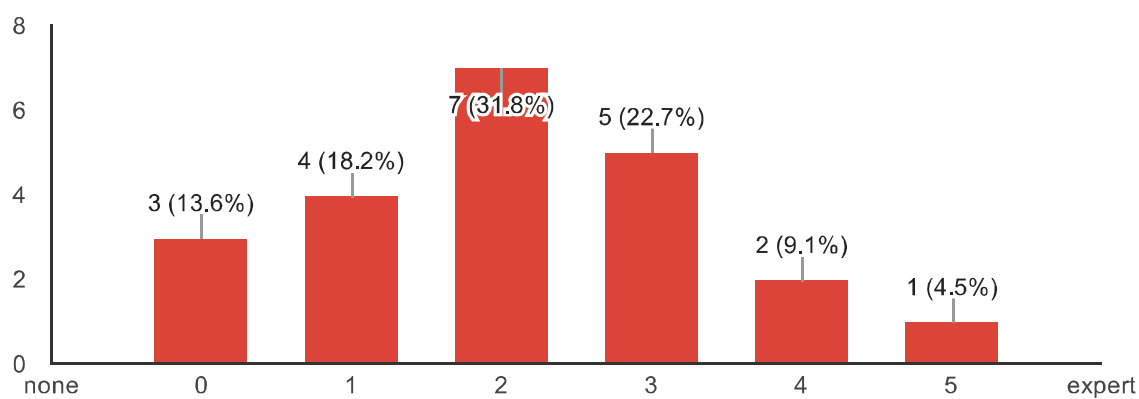
What is your current position? * (23 responses)



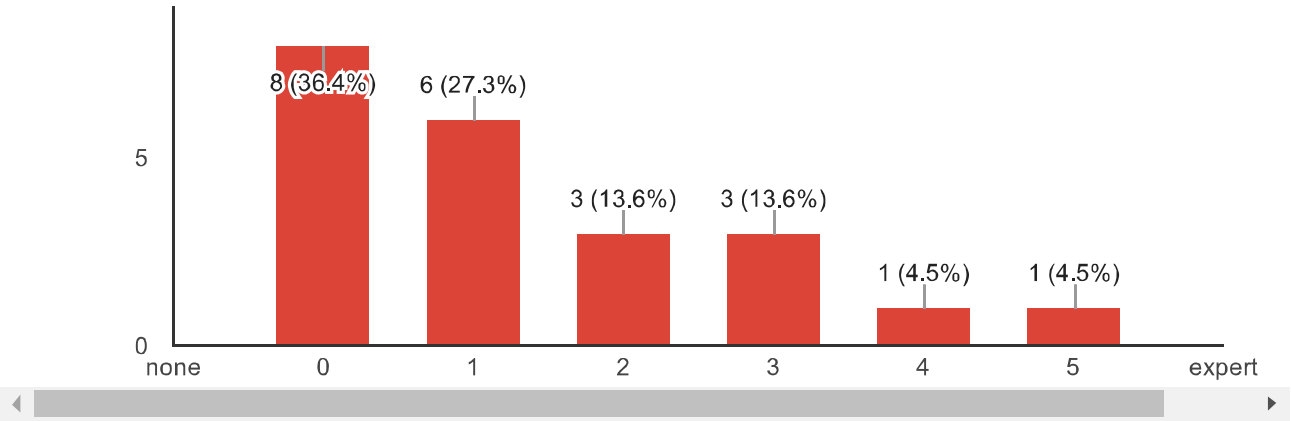
Programming languages * (22 responses)



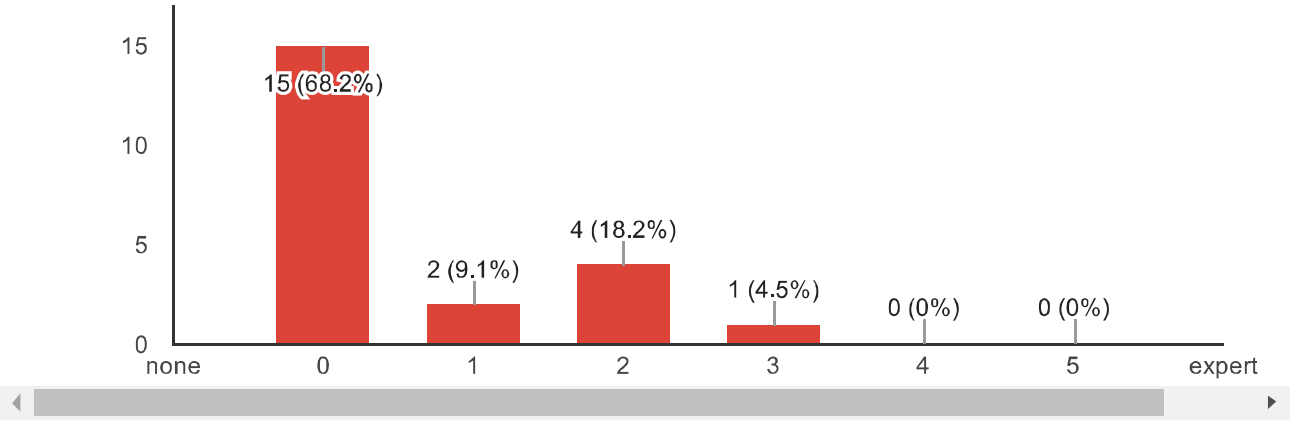
Databases * (22 responses)



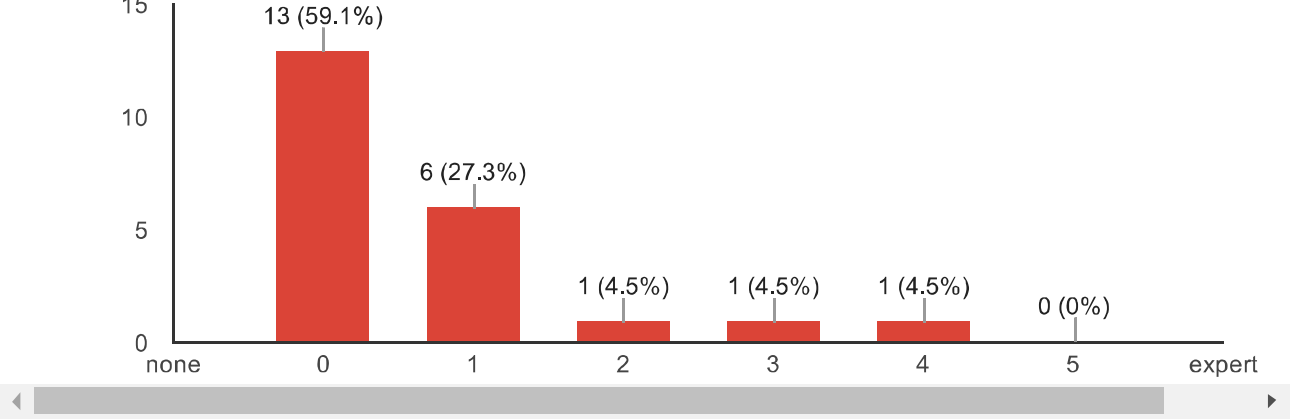
Geographical Information System * (22 responses)



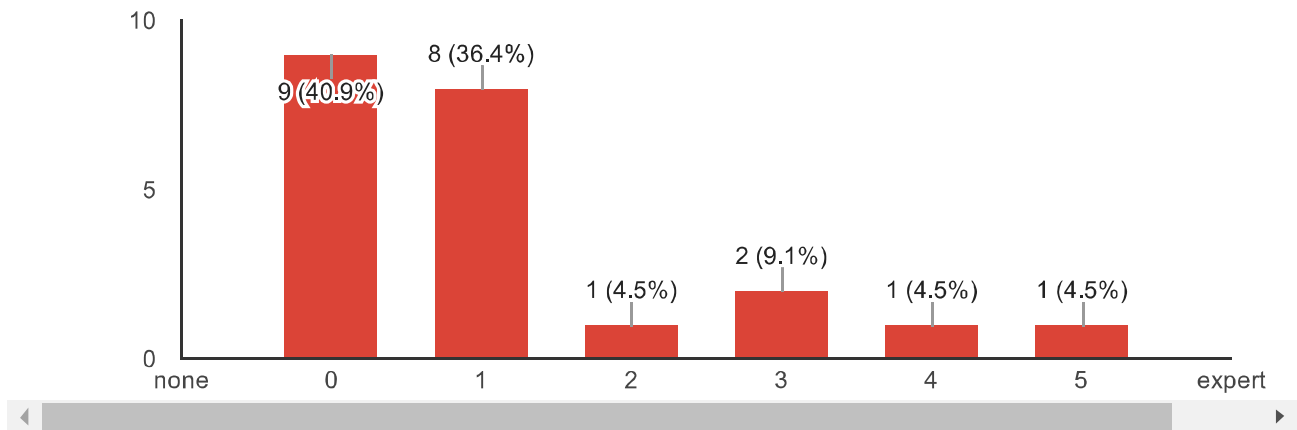
Integrated Publishing Toolkit * (22 responses)



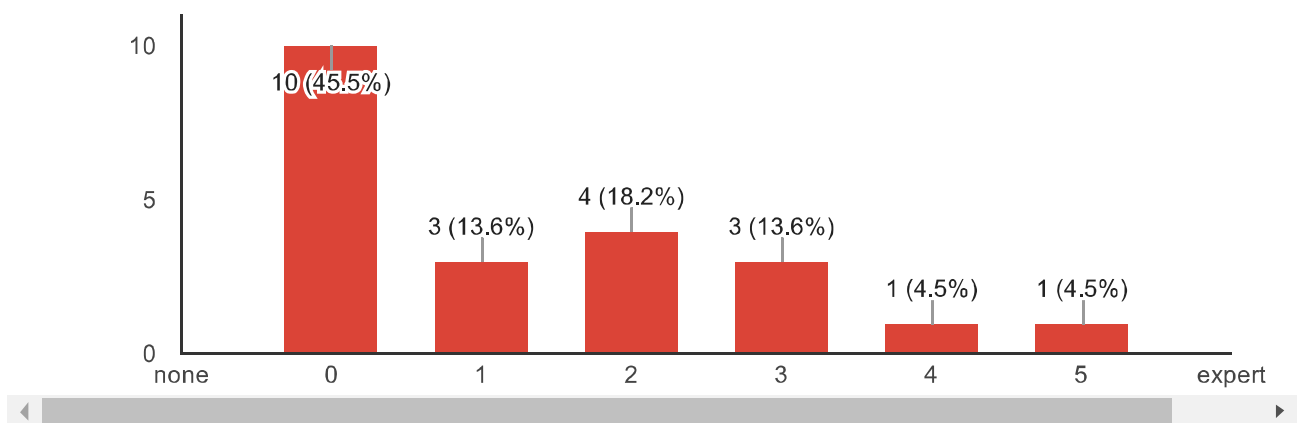
Darwin Core * (22 responses)



Promotion of Open Data * (22 responses)



Using web services API * (22 responses)



About your data



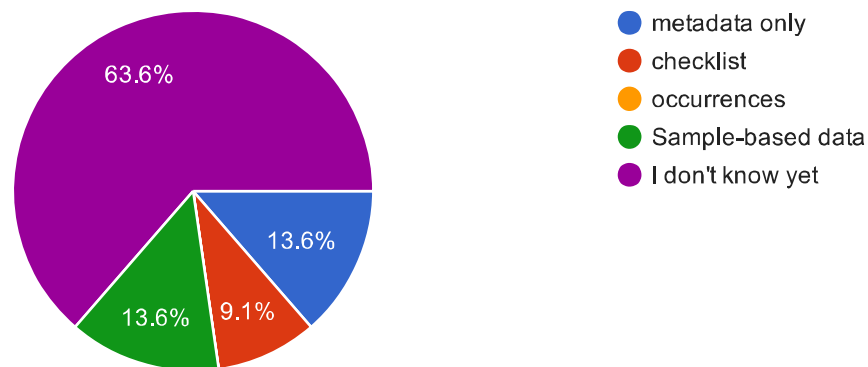
Do you agree to publish the data on GBIF? or if you are not the owner of the data, do you have the owner's agreement to do that? *

(22 responses)



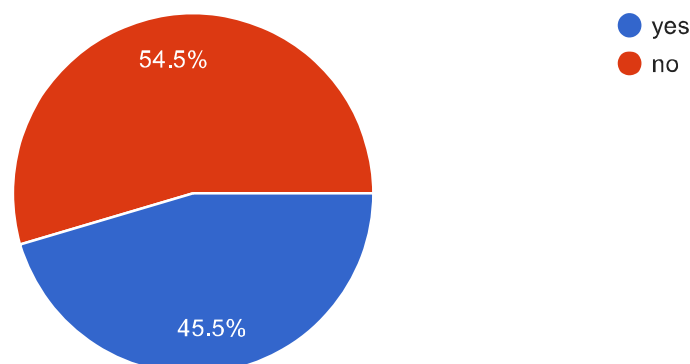
What GBIF supported type is more suitable for your dataset(s)? *

(22 responses)



Do you bring a description of the data (also know as metadata) with you? *

(22 responses)



About your expectations for the workshop



What do you expect to learn? (22 responses)

Darwin Core

Data Publishing.

How can apply GBIF and Darwin Core on GIS datasets?

Prepare data for publication

To learn about the new data tool of GBIF

Different information that we can use to improve our method of publishing data about biodiversity on the Internet.

That this workshop will provide me with new skills of presenting and storing datasets from the field of biology and natural sciences since I am not so much exposed with how they are used.

Data Publishing etc.

More about GBIF, Data sharing and filtering

A

Everything, willing to learn new stuff

To be learn about GIS, IPT, Darwin Core

I expect to learn about TOT

To have a knowledge on how to share data online.

I expect to learn more about GBIF and to promote open data for open access to researchers to discover more knowledge about global diversity, as well as for formulation of better policies, and informed decisions to other stakeholders

To learn the key technologies related to data publishing as stated in the preparatory survey

To learn and get acquainted with the key technologies related to data publishing since I am not familiar with these terminologies and how are these helpful in biodiversity research

database tips

Learn how to use the database software and how to input data. Learn and know more about GBIF data standards and Darwin Core. The use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information and lastly how to publish the gathered data.

GBIF and IPT

learn how to use the new database mgt system outlined in the program

Learn integrated publishing toolkit

What would you like to achieve? (22 responses)

Knowledge of Darwin Core, IPT

Learn how to use data publishing with IT.

99% understanding of GBIF and Darwin Core

Publish data

Avail of software or database software

Knowledge on how to coordinate the biodiversity information of different countries and regions to enhance our development of free tools to access biodiversity data sets for research and policy.

Be able to familiarize with a new programming language for storing and processing datasets.

to gain knowledge and fully understand the topic

more of database management and excel in programming

A

Increase myknowledge

Utilize what has been learned in the workshop to manage the data being generated in our laboratory such as fish species identification.

to Achieve better than expected

New knowledge on database management.

For this event, I'd like to be of services to the GBIF community

I am so excited about this training because I think this could be of great help in my field as a Biology faculty and handling Wildlife/biodiversity thesis advisees. I've heard the GIS but, I don't know how to do it. I anticipate that by this training, I can master GIS etc.

I am so excited about this training because I think this could be of great help in my field as a Biology faculty and handling Wildlife/biodiversity thesis advisees. I've heard the GIS but, I don't know how to do it. I anticipate that by this training, I can master GIS etc.

be more knowledgable

Contribute new and available biodiversity data to science community especially data from Tawi-Tawi.

Expand my knowledge on GIS, FOSS and databases

apply these prgms in wildlife and museum mgt.

Collaborate with a colleague and get to publish data.

Will you disseminate the lessons learned back to your institution? *

(22 responses)



Any other comment or suggestion (22 responses)

none

none

none

none

none

None

None

None

More hands-on

Hands-on and participatory training

Looking forward to learn much during the training

none so far

None, so far.

This workshop is new for me.

I expect to learn more after this training

A

NONE

Soft copies of hand-outs would be very helpful.

no comment at the moment

Please do have short lecture or orientation regarding the key technologies related to data publishing

The training hopefully would be fun yet informative



Beverly M. Cagod

Beverly M. Cagod

Darwin R. Tejerero

Jake Perey

Ernie D. Urriza

Damasa Macandog

Roselyn Gabud

Christiabelle Rivera

MARYCHEL

J

Mitch A.

S

John Christopher E. Azcarraga

Ma. Josefa R. Pante

ven

Ryan

Alquine Roy Taculin, MSU-IIT

Lindsay Carandang

KAREN JOY B. SERAG

Amalie Faye Vicario

optional lang eh

Lourdes Curativo

ToT workshop preparatory survey

The aims of this preparatory survey is to have a good understanding of the participants background, their current expertise in data publishing, and their expectations for the ToT workshop. Filling the survey with take you less than 5 minutes. Answers are anonymous and will only be used in preparation of the workshop. This survey is open until 15th June 2016.

This workshop, funded by BIFA, will be held on 20-24 June 2016. BIFA—the Biodiversity Information Fund for Asia—provides supplementary support for existing activities within the GBIF network, addressing the needs of regional researchers and policymakers through mobilization and use of biodiversity data. The programme is the outcome of a contribution from the Ministry of the Environment, Government of Japan, earmarked for activities in Asia.

***Required**

1. What is your educational background? * *

Mark only one oval.

- ☐ Computer Science and Related Courses
- ☐ Biology
- ☐ Other

2. What is your current activity? * *

Mark only one oval.

- ☐ Collection / Data Curator
- ☐ Information Technology Expert
- ☐ Biologist
- ☐ Researcher
- ☐ Other

3. What is your current position? * *

Mark only one oval.

- ☐ Young Scientist/Team Member
- ☐ Senior Scientist/Tea, Leader
- ☐ Supervisor/Director/Manager
- ☐ other

Skip to question 4.

Please rate your current expertise in key technologies related to data publishing from 0 to 5:

0=None

1=Novice

2=Basic

3=Moderate

4=Advanced

5=Expert

4. Programming languages * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

5. Databases * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

6. Geographical Information System * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

7. Integrated Publishing Toolkit * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

8. Darwin Core * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

9. Promotion of Open Data * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

10. Using web services API * *

Mark only one oval.

	0	1	2	3	4	5	
none	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	expert

About your data

During the workshop, you will have the opportunity to prepare the publication of on your dataset(s). Please read the ToT Hands-on datasets requirements document (see

https://docs.google.com/document/d/1jdJufp60x7ACrwsSa2GY9GjtKlthP3Z5Xnrytx_BszY/edit?usp=sharing).

We expect you to send your data (in electronic format) and description of it to Mr Darwin Tejerero(GBIF Node Manager for Philippines) before the 15th June 2016.

11. Do you agree to publish the data on GBIF? or if you are not the owner of the data, do you have the owner's agreement to do that? * *

Mark only one oval.

- ☐ yes
☐ no

12. What GBIF supported type is more suitable for your dataset(s)? * *

Mark only one oval.

- ☐ metadata only
☐ checklist
☐ occurrences
☐ Sample-based data
☐ I don't know yet

13. Do you bring a description of the data (also know as metadata) with you? * *

Mark only one oval.

- ☐ yes
☐ no

About your expectations for the workshop

14. What do you expect to learn? *

.....

.....

.....

.....

.....

15. What would you like to achieve? *

.....

.....

.....

.....

.....

16. Will you disseminate the lessons learned back to your institution? * *

Tick all that apply.

- ☐ Yes
☐ No
☐ Dont know yet

17. Any other comment or suggestion *

.....

18. OPTIONAL: Please provide your name for any follow ups based on your feedback. *

.....

.....

.....

.....

.....

ToT workshop agenda

Monday, June 13, 2016

Dates: 20-24 June 2016

Venue: BMB, Quezon City Philippines

Trainers: André Heughebaert and Nicolas Noé from the Belgian Biodiversity Platform

Funded by: [BIFA - Biodiversity Information Fund for Asia](#)

Monday June 20 th AM	Introduction <ul style="list-style-type: none"> Welcome message and round table GBIF initiative, role of a GBIF node (André) ◇ Asian Center for Biodiversity (Christian) ◇ Biodiversity Management Bureau (Darwin) ◇
PM	Data Publication Course <ul style="list-style-type: none"> 0-Publishing Primary Biodiversity Data (Nicolas) ◇ 1-Course introduction (André) ◇ 2- Data Publication Landscape (Nicolas) ◇ 2bis-Data Transformation (André) ♥
Tuesday June 21 st AM	Data Publication Course <ul style="list-style-type: none"> 3-Demo, how to prepare and map different data types(Nicolas) ♥ 4-Data Publishing practice (Nicolas) ♠ 5-Promoting data publishing(André) ♠
PM	Data Publication Course <ul style="list-style-type: none"> 6-Introduction to Sample-based Data (Nicolas) ◇ 7-Demo, Sample-based Data (Nicolas) ♥ 8-Sample-based Data practice (André) ♠ 9-Course Wrap-up(André) ◇
Wednesday June 22 nd AM	Hands-on practice <ul style="list-style-type: none"> 10-Hands-on organization and goals (André) ◇ 11-Hands-on practice ♣
PM	Hands-on practice <ul style="list-style-type: none"> 11-Hands-on practice ♣ (continued)
Thursday June 23 rd AM	Hands-on practice <ul style="list-style-type: none"> 11-Hands-on practice ♣ (continued)
PM	Hands-on practice <ul style="list-style-type: none"> 11-Hands-on practice ♣ (continued)
Friday June 24 th AM	Group Discussions <ul style="list-style-type: none"> 12-Group Discussions around 4 suggested topics: <ul style="list-style-type: none"> Dissemination of workshop knowledge Interaction with data holders Data transformation and cleaning Sample-based data

PM	Conclusions <ul style="list-style-type: none"> • 12 Group Discussions (continued) ◇ • 13-Workshop Wrap-up(André) ◇ <ul style="list-style-type: none"> ◦ Discussions wrap-up ◦ Community: How to be involved in IPT, DarwinCore...? ◦ Dissemination of knowledge back to your institutions ◦ Evaluation of the workshop
----	--

Structure

The workshop is structured around four types of sessions:

◇ = **Presentations** by the trainers

♥ = **Demonstrations** of tools, data transformation software, publication software (IPT)...

♠ = **Practical exercises** where participants work on prepared datasets

♣ = **Hands-on** sessions where participants have the opportunity to publish their own datasets

Workshop preparation

We strongly encourage the Participants to read those documents in preparation of the workshop:

[Recommendations for Participants datasets](#)

[Webcast](#) about basic use of the IPT

[Publishing Primary Biodiversity Data](#) (by iDigBio)

[Resources for data publishers](#) on GBIF.org

[GB22 Training event for Nodes](#), as our ToT workshop course will follow the same structure

Participants have been invited to fill in a preparatory survey.

Tools

Participants might want to download and/or get familiar with these tools ahead of the workshop:

DarwinCore: [DwC terms](#)

Data publication: [GBIF.org](#), [GBIF TEST IPT](#), DwC validator, NameParser

Data transformation/cleaning: [OpenRefine](#), [LibreOffice](#), [QGIS](#), [SQLite](#)





DRAFT MEETING PROGRAMME

Tuesday, 28 June

08:30 – 09:00

REGISTRATION

OPENING FORMALITIES

09:00 – 09:05	Welcome	Tsuyoshi, Tim
09:05 – 09:15	Opening remarks	Dr Theresa Mundita S. Lim
09:15 – 09:20	Self-introductions	All
09:20 -- 09:30	Announcement on process for electing regional representative and deputy	Tim

Part 1: STATUS REVIEW

09:30 – 10:30	Node reports and questions	All node managers
10:30 – 11:00	COFFEE BREAK	
11:00 – 11:15	BIFA phase 1: review of project selection process	Tim
11:15 – 12:30	BIFA project status report	Reps of four ongoing projects
12:30 – 13:30	LUNCH BREAK	
13:30 – 14:30	Secretariat update and questions	Tim + all
14:30 -- 15:00	Ongoing regional projects	Tsuyoshi, Yu-Huang
15:00 – 15:30	COFFEE BREAK	
15:30 – 16:30	Task group on accelerating discovery of undigitized NHCs	Tsuyoshi
16:30 - 17:30	GBIF Asia and IPBES	Tim, Gautam
18:00	DINNER	

Wednesday, 29th June

Part 2: FORWARD LOOK

08:30 – 09:30	GBIF Strategic Plan and Work Programme 2017-2021	Tim
09:30 – 10:00	Asia regional strategy: introduction	Tsuyoshi
10:00 – 10:30	BIFA phase 2: introduction	Tim, Tsuyoshi
10:30 – 11:00	COFFEE BREAK	
11:00 – 12:30	Moderated discussion: Asia regional strategy and BIFA phase 2	All
12:30 – 13:30	LUNCH BREAK	
13:30 – 15:00	Continuation of moderated discussion on regional strategy and BIFA 2	All
15:00 – 15:30	COFFEE BREAK	
1530 – 17:30	Report outcome of moderated discussion, draft proposal for BIFA 2 based on regional strategic priorities	Tsuyoshi, Tim, all
1800	DINNER	

Thursday 30th June

Part 3: PRACTICAL NEXT STEPS		
08:30 – 08:45	Election of regional representative and deputy	Tim (moderator)
08:45 – 10:00	Plans for BIFA project-generated data; discussion of Biodiversity Informatics Curriculum workshop	Yu-Huang
10:00 – 10:30	COFFEE BREAK	
10:30 – 12:00	GBIF Asia and its contribution to the revised Key Biodiversity Area (KBA) process	Sheila
12:00 – 12:30	Meeting report and wrap-up, venue for next meeting	Tsuyoshi
12:30 – 13:30	LUNCH	
1330 – 17:30	FIELD TRIP (OPTIONAL)	
1800	DINNER	

Peer review of BIFA ToT Hands-on datasets

By Nicolas Noe and Andre Heughebaert on 30th June 2016.

Please find hereby a list of remarks for each hands-on datasets published during the BIFA ToT workshop. Also have a look at [GBIF Data quality requirements page](#) for a list of required/strongly suggested DwC fields when publishing Occurrences, Checklists and Sampling-events datasets.

samplemetadata_collapsed2

- No scientificName!
- Use of dynamicProperties is good but publishing it as 'IUCN=LC' will improve lisibility.

occurfrogs_exer

- OrganismQuantity instead of individualCount
- verbatimEventDate mapped instead of eventDate
- LocationID mapped instead of Locality
- consider using empty cells instead of 'NONE' for nullValues

rgonzalez_museum

- 'PHL' for countryCode, consider using 'PH'
- No scientificName!

- dateIdentified mapped instead of eventDate
- eventID mapped instead of occurrenceID

tawitawi_reeffishes

- Taxon Core +Occurrences extension not necessary
- Consider republishing as Occurrences

beverly_birds_checklist

- Convert Order term to lowercase
- ScientificName <> Genus + SpecificEpithet
- Consider replacing 'UNK' by empty cells for nullValues
- Consider republishing as Sampling events

iccemclsu-rsa_pantabangan_fauna

- Taxon Core +Occurrences extension not necessary
- Consider republishing as Occurrences

sample_msuiit

- No scientificName!

tawitawi_seaturtles

- Taxon Core +Occurrences extension not necessary
- Consider republishing as Occurrences

hands-on_jomar_checklist

- Add scientificName
- Add taxonRank
- Add more Metadata

list_of_bird_species_present_in_singapore

- Add vernacularName language
- Consider republishing as Checklist

adultfish_vip

- Add occurrenceID
- Format eventDate with four digit year ('2015' instead of '15')
- Harmonize eventTime format

minp3

- Add specificEpithet
- Add vernacularName language
- Add taxonRank
- Add higher taxonomy when known

ph_amphibians

- Add 'species as taxonRank

- Add vernacularName language
- Improve abstract of Metadata

philmammals

- Add taxonRank
- Add vernacularName language
- the references DwC term always empty!
- GeographicCoverage is 'Philippine'

reptiles

- not completely mapped: add scientificName, specificEpithet...
- Improve Metadata
- GeographicCoverage is 'Philippine'

philippine_birds

- Add taxonRank
- When a subspecies add it to scientificName eg 'Anas acuta acuta'
- Use another DwC terms for species status such as 'endemic', 'migrant', 'resident'...
- ScientificNameAuthorship sometimes blank sometimes 'NONE'
- Consider mapping of parentNameUsageID
- Improve abstract of Metadata

BMB avails of the Biodiversity Fund for Asia for Strengthening the Philippine Biodiversity Information Facility (PHILBIF) and the Philippine Clearing House Mechanism

The Biodiversity Information Fund for Asia (BIFA) is a program that provides supplementary support for existing activities within the GBIF network, addressing the needs of regional researchers and policymakers through mobilization and use of biodiversity data. In the Philippines, the fund promotes the interest of several projects in order to increase available biodiversity data that will assist the science-policy needs of the country. This is achieved through regular data updating of the Philippine Clearing-House Mechanism (PhilCHM) of the Convention on Biological Diversity (CBD) which serves as the Philippine Biodiversity Information Facility (PhilBIF).

A Trainer's Training on Global Biodiversity Information Facility Integrated Publishing Toolkit (GBIF-IPT), in collaboration with the ASEAN Center for Biodiversity (ACB) and GBIF, was conducted on 20 – 24 June 2016 in Tagaytay City, Philippines. The IPT trainer's training was participated in by the informatics personnel of Biodiversity Management Bureau of Department of Environment and Natural Resources and a team of biologists and IT personnel from twelve institutions from government agencies, academe and non-government organizations. It was facilitated by the Belgian GBIF Node Manager Mr. André Heughebaert and Mr. Nicolas Noé of the Belgian Biodiversity Platform. The program aims to strengthen the PhilBIF through enhancing the capacities of BIOWEB partners in the publishing of biodiversity information according to GBIF standards.



Participants and Training Facilitators of the ToT on Global Biodiversity Information Facility Integrated Publishing Toolkit

The five day training-workshop emphasized the process of Data Transformation, Mapping different data types following the Darwin Core Standard, importance of Metadata and publishing primary biodiversity data. Participants were assisted in the hands-on publishing of their biodiversity data using the IPT facility provided by ACB.



The trainers facilitating during group discussions

As a way forward, ten(10) participating institutions presented their IPT Action Plan to disseminate the knowledge back to their organization. As an example, Dr. Ely Alcala of Siliman University presented a 4-activity action plan compose of the following:1) seeking endorsement as a GBIF publisher, 2)updating of their Museum records, 3)seminar orientation on Philippine BIOWEB and GBIF Initiatives and 4)hands-on training on IPT.

Aside from the published data the following are the other major outputs of the training:

- Agreement on the Philippine CHM / Biodiversity Information Facility Structure
- Approval/Endorsement of the request of Siliman University as a GBIF Publisher
- Sixteen(16) published hands-on datasets were reviewed and commented by the trainors
- Initiative to engage and invite other organizations/institutions to join the BIOWEB.



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

DR. ELY ALCALA

Director
Siliman University Angelo King Center for Research
and Environmental Management (SUAKCREM)
1 Hibbard Avenue, Dumaguete City, Negros Oriental
Email: suakcrem@yahoo.com
Contact No.: 035-4225698

Dear **Dr. Alcala**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

MA. JOSEFA PANTE, PhD

Marine Science Institute, College of Science
University of Philippines, Diliman, Quezon City
Email: drp.upmsi@gmail.com ; dosette.pante@gmail.com
Contact No.: 09065049070

Dear **Dr. Pante**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

DR. ANNIE MELINDA PAZ-ALBERTO

Director

Institute for Climate Change and Environmental Management

Central Luzon State University

Science City of Munoz, Nueva Ecija

Email: emi_clsu@yahoo.com

Contact No.: 044-4565843

Dear **Dr. Alberto**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

DR. DAMASA MACANDOG

Institute of Biological Sciences

University of the Philippines, Los Banos, Laguna

Email: demi_macandog@yahoo.com ; dmmacandog@gmail.com

Contact No.: 049-5367418; 09053107892

Dear **Dr. Macandog**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

MR. ENRIQUE A. NUÑEZ, JR.

Country Executive Director
Conservation International Philippines Foundation, Inc.
4F, Units A&D, Culmat Bldg
1270-1330 E. Rodriguez Sr. Ave.
Brgy Mariana, Quezon City 1112
Tel: 5713761
Email: enunez@conservation.org

Dear **Director Nuñez**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your Organization to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

DR. FILEMON ROMERO

Director for Coastal Resource Management
Mindanao State University, Tawi-tawi
Email: filemon_romero@yahoo.com
Contact No.: 09354792039

Dear **Dr. Romero**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

MS. MARIA BELINDA E. DE LA PAZ

Chief Operating Officer
Haribon Foundation for the Conservation of Natural Resources, Inc.
2/F Santos and Sons Building
973 Aurora Blvd., Quezon City
Email: act@haribon.org.ph
Contact No.: 4211209; 4344696

Dear **Ms. De la Paz**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your Organization to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

DR. NICOMEDES P. ELEAZAR, CESO IV

Director

Bureau of Agricultural Research, Department of Agriculture

RDMIC Building, Visayas Avenue

Diliman, Quezon City

Email: neleazar@bar.gov.ph

Contact No.: 9288624; 9275691

Dear **Director Eleazar**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your Agency to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM

Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

DR. OLGA NUNEZA

Professor, Department of Biological Sciences
Mindanao State University – Iligan Institute of Technology
Tibangan, Iligan City
Email: olgamnuneza@yahoo.com; olganuneza@yahoo.com
Contact No.: 09177022696

Dear **Dr. Nuneza**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director





Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MAY 30 2016

MS. ROSELYN GABUD

Department of Computer Science, College of Engineering
University of the Philippines, Diliman, Quezon City
Email: rsgabud@up.edu.ph; lyngabud@gmail.com
Contact No.: 09178452977

Dear **Ms. Gabud**,

The Biodiversity Management Bureau received funding support from Biodiversity Information Fund for Asia (BIFA) from the Global Biodiversity Information Facility (GBIF). The fund will be used for the conduct of Training of Trainers (ToT) to enhance the capacities of BIOWEB partners and BMB informatics personnel in organizing data and sharing of biodiversity information meeting global standards. In this regard, we would like to invite you as well as an Information Technology (IT) person from your University to be part of this capacity building activity which will be held on 20-24 June 2016 in Tagaytay City. The ToT is expected to cover the following topics:

- GBIF data standards and Darwin Core;
- Use of Integrated Publishing Toolkit (IPT) in publishing biodiversity-related information;
- Actual use of data paper publishing tool.

The Project is also expected to contribute to increased availability of biodiversity data to support science-policy needs of the country through the Philippine Clearing House Mechanism, and at the same time contribute to the data holdings of GBIF.

The cost for your participants travel and accommodation will be covered by the Biodiversity Information Fund for Asia (BIFA). We hope to receive confirmation of your attendance by June 10, 2016.

For further information, you may contact Ms. Ma. Sarah Jane C. Tagtag or Mr. Darwin R. Tejerero at telephone number 920-4486 or you may email them at bmb@bmb.gov.ph.

Thank you and hoping to hear from you soon.

Very truly yours,

THERESA MUNDITA S. LIM
Director



STRENGTHENING GBIF PHILIPPINES
ANNEX 8-TRAVEL ADVISORY

June 10, 2016

FOR : All Participants
Training of Trainors (ToT) on June 20-24, 2016
Tagaytay City

SUBJECT : TRAVEL ADVISORY

In connection with your participation to the conduct of the Training of Trainors (ToT) on June 20-24, 2016 in Tagaytay City, the following advisory are forwarded for your information:

Training Dates : June 20 – 24, 2016
Training Venue : Tagaytay City (hotel/venue under finalization, info about final venue to be disseminated early next week).

Arrival of Participants : Participants are encouraged to be at the venue by June 19,2016 (Sunday). Participants are booked and can stay at the hotel on the same date. Dinner will also be served for the participants on June 19,2016.

Transportation : Participants with own vehicle / transportation can proceed to the venue in the afternoon of June 19,2016 (or early morning of June 20, 2016).

Participants without vehicle /transportation can come to our office (BMB-Planning) on June 19,2016 to avail of the hired vehicle we will provide in going to the venue. Departure from BMB is at around 3:00PM and estimated to arrive at the venue at around 6:00PM on the same day.

For those who cannot come with BMB staff in the afternoon of June 19 to the venue, we can accommodate a maximum of 4 participants to leave on Monday June 20,2016 using our office vehicle.

What to Bring : Participants are expected to bring their own Laptop Computer with network connection(LAN/WiFi) to be used for the hands-on part of the training

Participants are expected to bring their own metadata (description of their data) to be used in the hands-on part of the training.

For other inquiries and additional information, you may contact us thru phone at 920-4486 and 924-6031 loc 210-212 or email us at the following:

Darwin R. Tejerero
Information Technology Officer II
BMB- Biodiversity Policy, Planning and Knowledge Management Division
Email add: radniw518@gmail.com

Ms. Sarah Jane Tagtag
Information Systems Analyst III
BMB- Biodiversity Policy, Planning and Knowledge Management Division
Email add: sj_cabrera@yahoo.com

Action Plan for IPT Mentoring

GBIF Training – Workshop

20 – 24 June 2016

MSU – TAWI TAWI

Activities	Output	Date	Focal Person(s)	Remarks
1. Register the institution (MSU-Tawi-Tawi) to GBIF.org to become a data publisher by filling up the endorsement form.	Become a GBIF data publisher , be able to conduct training/ mentoring to trainees on GBIFPT	June 23-25, 2016	Dr. Filemon Romero/Ms. Karen Joy Serag	*constraint :internet connection
2. Conduct Echo- Seminar on Global Biodiversity Information Facility Integrated Publishing Toolkit to faculty, research staff, IT experts, selected senior students of MSU-Tawi-Tawi, and other interested institutions/ NGOs in Tawi-Tawi (to be funded by MSU-Tawi-Tawi)	Introduced GBIF initiative, roles, basic terms in IPT and Darwin core terms/ extensions, data types	Aug.15-16, 2016	Dr. Filemon Romero/Ms. Karen Joy Serag	Need full time personnel/s to manage or maintain GBIF *constraint :internet connection
3. Hands On- Training Practice	Know how to transform data in Darwin Core Terms, acquired skills on IPT, and Data Publishing	Aug. 17-18, 2016	Dr. Filemon Romero/Ms. Karen Joy Serag	*constraint :internet connection
4. Mentoring by Trainees	Acquired some skills in using IPT, and able to apply it to their data, published more biodiversity data	Sept. 5-9, 2016	Trainees	*constraint :internet connection
5. Reach out to the other MSU campuses especially AGA-KHAN Museum of Natural History	share about GBIFPT, Encourage them to be a member of BIOWEB, apply data publishing using GBIF	TBA	MSU-Tawi Tawi and MSU-IIT	Budget taken from the MSU System

ACTION PLAN: UP MANILA

Activity	Output	Date	Focal Person	Remarks
1. Round Table discussion <ul style="list-style-type: none"> • Confidence building through awareness/knowledge promotion • Change management 	<ul style="list-style-type: none"> • List of researchers encouraged to publish data through the global facility 	<ul style="list-style-type: none"> • August, 2016 	<ul style="list-style-type: none"> • Marilou Nicolas 	<ul style="list-style-type: none"> • Need to involve NIH and PCHRD
2. Training	<ul style="list-style-type: none"> • Participants committed to publish and share biodiversity data 	<ul style="list-style-type: none"> • October, 2016 	<ul style="list-style-type: none"> • Marilou Nicolas • Lyn Gabud • BMB IT staff 	<ul style="list-style-type: none"> • Requires logistics

CIPFI

Preliminary Activities	Output	Date	Focal Person
1) Lecture session covering about GBIF.org, its initiative, membership, and importance	Participants with better appreciation about GBIF.org	8-Jul-16	Ernie Urriza/Jake Perey
2) Lecture session covering DarwinCore and IPT, and other great features of GBIF	Participants with better understanding about DarwinCore and IPT	8-Jul-16	Ernie Urriza/Jake Perey
3) Lecture session about different data types and subtypes acceptable by GBIF.org	Participants with in-depth knowledge on what data from their own project/s that can be shared as a biodiversity data	8-Jul-16	Ernie Urriza/Jake Perey
4) Lecture on data preparations and cleaning	Cleaned and GBIF-ready data	8-Jul-16	Ernie Urriza/Jake Perey
5) Ask permission to provide IPT account to be used in training proper (GBIF.org/ACB/BMB)	User account on IPT test mode for targeted participants	8-Jul-16	Ernie Urriza/Jake Perey
Training Proper			
1) Demonstration session using datasets provided during ToT (June 20-24, 2016)	Participants who are ready for data publishing	29-Jul-16	Ernie Urriza/Jake Perey
2) Hands-on training on publishing	Participants that can be a publisher/creator for GBIF	29-Jul-16	Ernie Urriza/Jake Perey
Post-training activities			
1) Data consolidation for a single database intended for biodiversity which is GBIF-ready	Database of biodiversity data from various CIPFI's projects and initiatives	August 1-October 31, 2016	CIPFI's GIS Coordinator
2) Publishing of biodiversity data on CHM and GBIF	Tangible contribution of biodiversity data as an institution which uphold conservation and sustainability	4-Nov-16	CIPFI's Regional Geomatics Coordinator

HARIBON FOUNDATION

Activity	Output	Date	Focal Person	Remarks
Preparation for the Training/Mentoring	Training Manual/ Presentation	TBA	Nalie (arnalievicario@gmail.com) with the Training Dept.	Assumption: The Organization has agreed to share data and publish dataset through GBIF-IPT. Also, a Memo about the training of staff is released.
	Identified target staff			
Conduct of Training/Mentoring	All target staff are knowledgeable about open data and data publishing using GBIF	TBA, 2-3days	Nalie, Training Dept., Conservation Science and Research Dept.	Support from ACB/BMB
Additional Training/Mentoring for member who are interested	All target staff are knowledgeable about open data and data publishing using GBIF	TBA		Assumption: The Training Dept. has been trained firsthand.
Request for Endorsement in GBIF	Accomplished Form	TBA	Mr. Ditto dela Rosa, OIC Head of Conservation Science and Research Dept.	Support from ACB/BMB
Publishing data through the GBIF-IPT	Datasets are published in the GBIF	TBA	Conservation Science and Research Dept.	Assumption: The organization is endorsed and has its own IPT
				Data cleaning and quality check before publishing the dataset

ACTION PLAN FOR IPT Mentoring (CLSU)


Activity	Output	Date	Focal Person	Remarks
Conduct an echo seminar to the Institution	<p>support of higher authorities to promote the IPT to local researchers was obtained</p> <p>researchers were encouraged to publish their works in the GBIF</p> <p>list of researchers</p> <p>Link ICCEM BIS to GBIF</p>	TBA	RER/SCS	<p>Information dissemination to be done during faculty/staff meeting</p> <p>Subject to approval of Head</p>
Information Dissemination				

ACTION PLAN FOR IPT Mentoring (CLSU)

Overview: iccemclsu-rsa... bis.iccem.com.ph/main.ph... Annie

bis.iccem.com.ph/main.php?kingdomCmb=Animalia&LocationCmb=Carranglan

BIODIVERSITY INFORMATION SYSTEM



Institute for Climate Change and Environmental Management
Central Luzon State University

[-Go to ICCEM CLSU website-](#)

Search Species Here

KINGDOM
▼

LOCATION
▼

Submit

[Log out](#)

Common Name	Genus	Species	Description	Location	Image

Sample... Compu... hp Google... bis.icce... Google... Results ... metada... Micros... Micros...

9:00 AM 6/24/2016

ACTION PLAN FOR IPT Mentoring (CLSU)

Activity	Output	Date	Focal Person	Remarks
Registration to GBIF Hiring of personnel (Local Node Manager); equipment purchase			President, VPAD, Budget Officer	Depends on the University's OP
Training of hired personnel	Human resources developed		Director, IT Staff	Tap BMB, ACB to act as resource speaker

MSU - ILIGAN

Action Plan for IPT Mentoring

Activity	Output	Target Date	Focal Person	Remarks
Echo/Pitching	<ul style="list-style-type: none"> • Researchers encouraged to share data • Possible allotment of funding 	TBA	Dr. Nuneza	Researchers, admin as target audience
Lecture on <ul style="list-style-type: none"> • Data sharing • Prepping data for mapping • GBIF and IPT • Darwin Core / A 	Participants are encouraged to share data, familiar with darwin core, GBIF and IPT	Summer Term 2015-2016 1 st Term 2016-2017	Department Head	1 or 2 class sessions with students
Training on <ul style="list-style-type: none"> • Data cleaning • Data transformation • Data publishing 	Participants are able to clean, transform and publish data	Summer Term 2015-2016 1 st Term 2016-2017	Department Head	1 or 2 class sessions with students

Silliman University

ACTIVITY	OUTPUT	DATE	FOCAL PERSON	REMARKS
Seek endorsement as a publisher	Registered/recognized affiliate member	June 2016	Dr. Ely Alcala	Submitted and awaiting response
Museum record update	Data follow the Darwin Core format	July 2016 - April 2017	Dr. Ely Alcala	To be completed by IT interns
Seminar/orientation on Philippine BioWeb and GBIF initiatives	Information dissemination	July or Sept 2016	Dr. Ely Alcala & Lourdes Curativo	Target audience: Faculty & students involved in biodiversity research
Hands-on Training on IPT	Trained researchers to publish in GBIF	Oct 2016	Dr. Ely Alcala Lourdes Curativo	Target audience: Faculty & students involved in biodiversity research To be assisted by BMB IT

UP DILIMAN

ACTIVITY for the UP Diliman Institute of Biology Biodiversity Research Laboratory	OUTPUT	DATE	FOCAL PERSON	REMARKS
Promote Data Sharing to Lab Members <ul style="list-style-type: none"> • Introduce GBIF and Darwin Core (if not yet familiar) through a round table discussion • Advocate sharing of data through GBIF • Share information on the availability of IPT, along with other suggested tools that make data sharing according to GBIF standards easier 	Convince Lab members to become open to data sharing	July 2016	Lindsay Carandang Dr. Perry S. Ong	Need to find common available time for all

Biodiversity
 Research Laboratory
 UP BIOLOGY

UP DILIMAN

ACTIVITY for the UP Diliman Institute of Biology Biodiversity Research Laboratory	OUTPUT	DATE	FOCAL PERSON	REMARKS
<p>Echo Training Workshop (2-3 days)</p> <ul style="list-style-type: none"> • Patterned after the program the the BMB ToT Workshop <ul style="list-style-type: none"> ○ Ask for assistance and permission from GBIF, BMB, and/or ToT Trainers (Andre and Nico) regarding the use of materials presented used during the ToT Workshop • Conduct Exercises using data collected from the Lab's projects <ul style="list-style-type: none"> ○ for ease of application of the toolkit by using data that we are already familiar with ○ providing metadata will also be easier because they are also the same people that conducted the sample collection 	For all participants to become familiar and able to publish on GBIF using IPT	2016	Lindsay Carandang BMB Staff	Need to find common available time for all

UP DILIMAN

ACTIVITY for the UP Diliman Institute of Biology Biodiversity Research Laboratory	OUTPUT	DATE	FOCAL PERSON	REMARKS
<p>Continued support to Lab Members</p> <ul style="list-style-type: none"> • Provide assistance to Lab Members who are interested to publish their data on GBIF on a need basis • Refer Lab Members to BMB and/or the ToT trainers whenever they have further questions about GBIF, IPT, Darwin Core archiving, etc. 	Be available as an on-call resource person for GBIF IPT matters	As needed	Lindsay Carandang	



UP MSI

Activity	Output	Date	Focal Person	Remarks
Demo / Orientation within research group about GBIF IPT	Organize older lab data into DwC format	TBA	MJRPante / JCAzcarraga	
Report to the senior staff during regular meeting about GBIF IPT	Response from MSI senior staff about data sharing	JULY meeting		

ATTENDANCE SHEET**TRAINING WORKSHOP ON GLOBAL BIODIVERSITY INFORMATION FACILITY INTEGRATED PUBLISHING TOOLKIT**

Sunrise Holiday Mansion, Tagaytay City

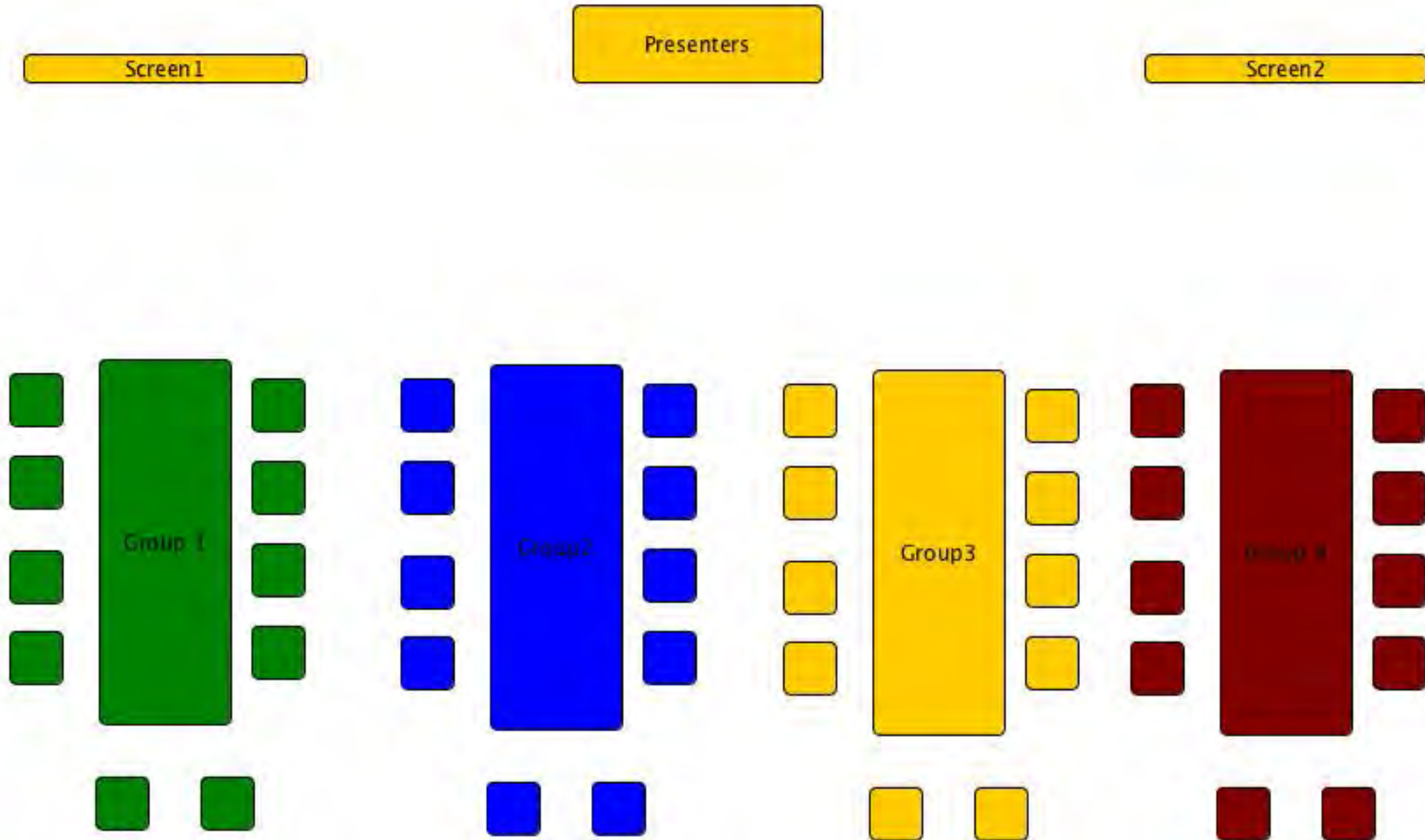
19 - 25 June 2016

	Name	Position	Contact No. / E-mail Address	Office/Organization
1	Lindsay Clare D.L. Carandang	Database Manager	09164912572/lindsay.carandang@gmail.com	UPD-IBS
2	Arnalie Faye S. Vicario	GIS Specialist	4211209, 4344696/arnalievicario@gmail.com	Haribon Foundation
3	Michelle G. Aplan	CP III	9204486/michelle.aplan@gmail.com	BMB-BPKMD
4	Christiabelle M. Rivera	CP II	09273062464/chacharivera18@gmail.com	BMB-BPKMD
5	Maria Lourdes S. Curativo	I.T Faculty	09154217646/mariascurativo@su.edu.ph	Siliman University (SUAKCREM)
6	Karen Joy B. Serag	University Research Assistant	09077433475/karenjoy_serag@yahoo.com	Mindanao State University -Tawi Tawi
7	Marilou G. Nicolas	Professor	09178939367/malou69_99@yahoo.com	UP-Manila
8	Ma. Josefa R. Pante	Associate Professor	09065049070/dosette.pante@gmail.com	UP Diliman-MSI
9	Fermin Lapitan	Assistant Professor II	frglapitan@gmail.com	UPLB-ICS
10	Damasa B. Magcale-Macandog	Professor	09053107892/dmmacandog@gmail.com	UPLB-IBS
11	Catrina B. Mira	POO II	09177635821/cmira@bar.gov.ph	DA-BAR
12	Marychel Asther S. Rasco	Stat II	9204486/ychelrasco@gmail.com	BMB-BPKMD
13	Shirly C. Serrano	Instructor	09178982376/scserrano@yahoo.com	CLSU
14	Beverly M. Cagod	Instructor	09177730488/berluzinem@gmail.com	MSU-Iligan Institute of Technology
15	Filemon G. Romero	Professor Emeritus	09354792039/filemon.romero@yahoo.com	Mindanao State University -Tawi Tawi
16	Ernie D. Urriza	GIS Coordinator	09285019922/eurriza@conservation.org	CI Philippines
17	Christian Elloran	Database Specialist	-	ACB
18	Ma. Sarah Janae C. Tagtag	ISA III	9204486/sj_cabrera@yahoo.com	BMB-BPKMD
19	Carlos O. Callangan	Research Associate	-	ACB
20	Darwin R. Tejerero	ITO II	9204486	BMB-BPKMD
21	Jessica F. Torno	CO II	9204486	BMB-BPKMD
22	Septher Ian T. Salcedo	RST II	9204486	BMB-BPKMD
23	John Elson A. Alerta	ISA II	9204486	BMB-BPKMD
24	Ryan E. Reyes	I.T	0444565843/rainrace040384@gmail.com	CLSU
25	Alquine Roy F. Taculin	I.T	09177110099/alquineroy.taculin@gmail.com	MSU-Iligan Institute of Technology
26	John Christopher Azcarraga	Research Associate	azcarraga.johnchristopher@gmail.com	UP-MSI
27	Venedick Mark Villamor	ENG II	9204486	BMB-BPKMD
28	Antonio C. Manila	Assistant Director	-	BMB
29	Armida P. Andres	Chief	9204486	BMB-BPKMD

ATTENDANCE SHEET
TRAINING WORKSHOP ON GLOBAL BIODIVERSITY INFORMATION FACILITY INTEGRATED PUBLISHING TOOLKIT
Sunrise Holiday Mansion, Tagaytay City
19 - 25 June 2016

30	Jake A. Perey	I.T	jperey@conservation.org	CI Philippines
31	Ely L. Alcala	Museum Manager	09177360203/alcala_ely@yahoo.com	Siliman University (SUAKCREM)
32	Nicolas Noe	Trainer	-	GBIF
33	Andre Heughebaert	Trainer	-	GBIF
34	Lilibeth Cabebe	ACB	-	ACB
35	Sheila G. Vergara	Director	-	BIM-ACB

STRENGTHENING GBIF PHILIPINES
ANNEX 11 - PRESCRIBED TRAINING ROOM ARRANGEMENT





Theresa Mundita S. Lim
Biodiversity Management Bureau
Department of Environment and Natural Resources
Ninoy Aquino Parks and Wildlife Center, North Avenue
Diliman, Quezon City 1100
Philippines

1 June 2016

**GBIF Grant Letter 2016: Biodiversity Information Fund for Asia (BIFA)
Strengthening GBIF Philippines**

Dear Theresa Mundita S. Lim,

The Global Biodiversity Information Facility (GBIF) hereby awards a grant in the amount of

15,000 EURO

to the Biodiversity Management Bureau, Department of Environment and Natural Resources, represented by Ms. Theresa Mundita S. Lim, Director, for the implementation of a BIFA project as outlined in the proposal '*Strengthening GBIF Philippines*', submitted by Armida P. Andres and included as an annex 1 to this grant letter.

The BIFA Coordinating team (BIFA@gbif.org) will oversee this grant and the GBIF. The administrative contact person is Maheva Bagard Laursen (mblaursen@gbif.org).

This grant is subject to the following conditions:

Special conditions

1. The grant shall be awarded on the terms and conditions set out in this grant letter, which consist of these special conditions and the annexes to the grant letter: the submitted full project proposal (Annex 1) and the planned budget therein; the BIFA Guidelines for Preparing Full Proposals (Annex 2) and the Reporting template (Annex 3).
2. **Timeline:** The grant covers costs related to a BIFA project (as outlined in Annex 1) over a period of 10 months. It becomes effective on the date that GBIF Secretariat receives a countersigned copy of this letter from the institutional grants official and terminates on approval of the final activity and financial reports. An amended project calendar based on the plans at the time of signing this grant letter is included in this letter. Deviations from this timeline must be approved in writing by the GBIF Secretariat.
3. **Budget and expenditure:** Unless there are modifications to the planned budget included in the full project proposal (Annex 1), the funds are to be spent only as indicated. Deviations from this approved spending plan must be approved in writing by the GBIF Secretariat.

**Global Biodiversity
Information Facility
Secretariat**

Universitetsparken 15
DK-2100 Copenhagen Ø
Denmark

Tel.: +45 35 32 14 70
Fax: +45 35 32 14 80

Email: info@gbif.org
Web: www.gbif.org

4. **Funding transfer and instalments:** The grant will be transferred by international bank transfer to the bank account using the details provided in this letter by Biodiversity Management Bureau, Department of Environment and Natural Resources. It should be noted that this process can take up to 3 weeks from approval of the transfer by the GBIF Secretariat. The grant will be provided in three instalments. The first instalment, 9,000 Euro (equivalent to 60% of the total), will be approved for transfer upon receipt of a countersigned copy of this letter. The second instalment, 4,500 Euro (equivalent to 30% of the total), will be transferred after approval by the GBIF Secretariat of the mid-term activity and financial reports (see item 5 for timeline). The third and final instalment, 1,500 Euro (equivalent to 10% of the total), will be transferred on approval by the GBIF Secretariat of the final activity and financial reports and the delivery of the deliverables listed in the full proposal (Annex 1).

Payments by the GBIF Secretariat shall be made in EURO. No compensatory adjustments will be made by the GBIF Secretariat for changes in rates of exchange to any other currency.

5. **Reporting:** The GBIF Secretariat will provide templates for preparing BIFA project reports which are planned to be made publically available on GBIF.org. A mid-term activity report must be submitted to the GBIF Secretariat by 31 July 2016. Once approved, the second funding instalment can be requested by providing a mid-term financial report documenting the expenditure of the first instalment.

The final activity and financial reports must be provided to the GBIF Secretariat by 31 December 2016. The financial reports must contain accounting of expenditure, be signed by the institutional Head of Accounting, and must confirm that the funds have been spent in agreement with the conditions laid out in this grant letter and the Annexes. The GBIF Secretariat reserves the right to ask for documentation of expenses presented in the financial report. Any unspent funding must be refunded to the GBIF Secretariat. If the mid-term activity and financial reports do not meet the requirements set by the GBIF Secretariat, including requested financial documentation of expenses, or are not received within two months of the stated deadline, the GBIF Secretariat will delay the transfer of the subsequent instalments. In the case that the requested improvements to the reports are not met and delays are unaccounted for, the GBIF Secretariat reserves the right to cancel further support.

6. **Communication:** Ms. Armida P. Andres, as the main contact point for the project, is expected to lead communications about the project with the GBIF Secretariat. The main point of contact will provide regular updates on the status of the project activities, the reporting as outlined above, and assistance with the preparation of any news stories or dissemination material related to the project activities.
7. **Force majeure:** In case of exceptional circumstances, notably of *force majeure*¹, the parties may suspend implementation of the activities, or part thereof. The beneficiary shall inform the GBIF Secretariat without delay, stating the nature, probable duration and foreseeable effects of the suspension. The beneficiary or the GBIF Secretariat may then terminate the agreement. If the agreement is not terminated, the beneficiary shall endeavour to minimize the time of its suspension and any possible damage and shall resume implementation once circumstances allow, informing the GBIF Secretariat accordingly.

¹ The term force majeure means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature of force, provided that such acts arise from causes beyond the control and without the fault or negligence of the beneficiary.

8. The GBIF Secretariat's authority cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the beneficiary while the implementation of the activities of this grant letter is being carried out or as a consequence of the activities. The GBIF Secretariat cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury.
9. This agreement shall be governed by the law of the country of the GBIF Secretariat (Denmark). The parties to this agreement shall do everything possible to settle amicably any dispute arising between them during the implementation of this agreement. To that end, they shall communicate their positions and any solution that they consider possible in writing, and meet each other at either's request.
10. In the event of failure to reach an amicable agreement, the dispute may by common agreement by the beneficiary and the GBIF Secretariat be submitted for conciliation by the Chair of the GBIF Participant Node Managers' Committee.
11. All data mobilized and any other products generated through this grant must be made available under a CC-BY license or CC0 license.

The grant will be transferred to the following bank account (see also Annex 1):

Bank name: Landbank of the Philippines
 Bank address: North Avenue Branch, Philippine Sugar Center Building, North Avenue, Diliman, Quezon City
 Account/IBAN number: 0712-1016-79
 Account name: BMB-Trust Fund
 Swift code: TLBPPHMMXX

Amended project calendar:

This calendar of activities outlines the planned project activity dates, current at the time of signing the grant letter. Any changes to this calendar should be sent to the GBIF Secretariat for approval.

Dates	Item
Mar-Apr 2016	Meeting of PCHM/PHILBIF
20-24 June 2016	TOT workshop
July 2016	Post training meeting
	Mid-term report
	Follow up on re-entry plan and implementation of mentoring plan for selected PCHM/PhilBIF members
Aug-Nov 2016	Implementation of mentoring plan for 20 PCHM institutional partners
Dec 2016	Post mentoring meeting
	Final report

To indicate that your institution is willing to accept the conditions and this grant, the designated grant administrator must countersign this letter below. The grant shall be awarded according to the terms and conditions set out in this grant letter and the annexes which the grant administrator hereby declares it has noted and accepted. Please also verify that the banking information is correct, or provide corrections if it is not. You may fax the full countersigned agreement to the GBIF Secretariat (+45 35 32 14 80), or send a scanned version by email to nodes@gbif.org, and then return the original by mail.


With best regards,

Donald Hobern
GBIF Executive Secretary

Date

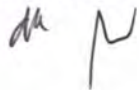
INSTITUTIONAL AGREEMENT

On behalf of the project partners, our institution accepts this grant from GBIF Secretariat and agrees to the conditions outlined in this grant letter, including the attachments,



Theresa Mundita S. Lim
Director, Biodiversity Management Bureau

Date



STRENGTHENING GBIF PHILIPPINES
ANNEX 13 - ENDORSED GBIF PUBLISHERS



Highly recommended

You may have to repair Windows errors which are affecting the performance of your PC.
Run a scan now using the Windows PC Clean-up and Repair Tool.
Do you want to scan and repair now?

Yes

No

Create a new account

Search data publishers

Search by publisher title, country, contact email etc.

Results are ordered by the date of publisher registration, starting with the most recent.
Newly registered institutions yet to publish data, or awaiting endorsement, may be included in the results.



1,035 results

Mindanao State University- Tawi-Tawi

A data publisher

Endorsed by [GBIF Philippines](#)

Living Prairie Museum

A data publisher from Winnipeg, Canada

Endorsed by [Canada Biodiversity Information Facility](#)



Centre for ecology, evolution and environmental change

A data publisher from Lisbon, Portugal with 1 published datasets

Endorsed by [GBIF Portugal](#)

Centro de Estudios Parasitológicos y de Vectores (CEPAVE)

A data publisher from La Plata, Argentina

Endorsed by [GBIF Argentina](#)



RB Gonzales Museum of Natural History

A data publisher

Endorsed by [GBIF Philippines](#)

Paleobiology Database

A data publisher from Fairfax, United States

Endorsed by [U.S. Geological Survey](#)



Neotoma Paleocology Database

A data publisher from Madison, United States

Endorsed by [U.S. Geological Survey](#)

STRENGTHENING GBIF PHILIPPINES

