BID Africa 2017 – Small Grant Template
Early progress narrative report

Instructions

- Fill the template below with relevant information. If no result has been achieved on a specific point, please indicate it as "no result achieved yet" and **indicate expected date of completion**

- Use the information included in your project Full proposal (reproduced in annex III of your BID contract) as a baseline from which to complete this template

- The information provided below must correspond to the financial information that appears in the financial report

- Sources of verification are for example direct links to relevant digital documents, news/newsletters, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc. **Please provide access to all mentioned sources of verification** by either providing direct link or sending a copy of the documents

- This report must first be sent as a **Word document** to BID@GBIF.org and be pre-approved by GBIFS

- Once this report is pre-approved in writing by GBIFS, it must be signed by the BID project coordinator and sent by post to:

  The Global Biodiversity Information Facility Secretariat (GBIFS)

  Universitetsparken 15

  DK-2100 Copenhagen Ø

  Denmark

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1. Table of Contents

This programme is funded by the [European Union](#)

2. Project Information

2.1. Principal investigator and grant coordinator: Institution/network/agency name:

Arachnid Collection, Natural History Museum of Zimbabwe, Bulawayo

2.2. Principal investigator name and role:

Dr. Moira FitzPatrick, Curator of Arachnida and Regional Director

2.3. BID proposal identifier:

BID-AF2017-0050-SMA

2.4. Project title:

To make the Matobo World Heritage Site Arachnid collections at the Natural History Museum of Zimbabwe accessible through GBIF by end of 2018

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

1/10/17-31/3/19

2.6. Country(ies) in which the activities take place:

Zimbabwe

3. Overview of results

3.1. Executive summary

Give a short summary of the activities implemented and the outcomes of the project for the reporting period (500 words maximum).

From the start of the project a new computer has been purchased and all necessary software for databasing, cleaning and publishing data has been installed. 3800 records of Arachnids from the Matobo World Heritage Site have been digitalized into excel and work is ongoing with accessioning any new collections from this area so that this data can also be included into the database. Cleaning of this data including geo-referencing has already been initiated, and time is now being spent on correcting and verifying identifications using the latest literature. Members of this project have attended a training workshop on Data quality, data cleaning and data sharing principles in January.

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3.2. Progress against expected milestones:

Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
Completed capacity self-assessment questionnaire for data holding institutions https://www.gbif.org/document/82785/self-assessment-guidelines-for-data-holding-institutions (EN) https://www.gbif.org/document/82813/modele-dauto-evaluation-pour-les-institutions-detentrices-de-donnees (FR)	Yes		Acknlowedgement Reply sent from GBIF 22/11/17
At least one data publishing institution is registered with GBIF.org Guidelines to become a publisher: https://www.gbif.org/become-a-publisher	Yes	IPT has been set up at the Natural History Museum in 2017	
At least one person from the project team has completed the certification process following the BID Capacity Enhancement workshop on Data Mobilization organized as a part of the BID programme Africa 2015 or the BID programme Africa 2017	Yes	Waived as the Natural History Musuem of Zimbabwe has two staff who have received the Advanced certification	Email sent 26/9/17
Knowledge dissemination activities have been scheduled following the BID Capacity Enhancement workshop on Data Mobilization	Yes	Information sent to stakeholders and available on website	

3.3. Project deliverables and activities

Refer to the table in section 2.2 "Deliverables, activities and reporting criteria" of your BID full proposal. Provide updates on the status of each of planned deliverables. In the event of unexpected delay, please provide detailed explanatory notes and indicate planned completion date. Add as many rows as needed.

Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
4000 arachnid specimen records digitized and Geo-referenced into a functional database system in SPECIFY 6 and uploaded to GBIF	Digitization and data cleaning	No	3800 specimens have been ditilized.There are still more specimens being accessioned into the collection before they can be digitized.	
Two Museum staff and staff from the Zimbabwe Parks and Wildlife Authority	Staff training	Yes	Training workshop held at Natural History Museum 16-19th January 2018	Natural History Musuem of Zimbabwe facebook page

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(Matopo National Park) and Dambari Wildlife Trust trained on biodiversity data mobilization and digitizing techniques.				
Production of species distribution maps and checklists for Araneae, Solifugae, and Scorpions across the entire Matopo World Heritage Site, including the National Park, and share this with Parks Managers, Medical personnel, stakeholders and policy makers.	Data Publishing	No	This will be achieved in the latter part of the project once the data has been cleaned	

3.4. Datasets published on GBIF.org

Refer to the table in section 2.4 "Biodiversity data mobilization plan" of your BID full proposal. If the dataset is not yet published, please indicate the name of the institution that is expected to host the data when published in the column "DOI or URL/Planned hosting institution" and expected date of publication (month and year). Add as many rows as needed.

Dataset title	Publishing institution	DOI or URL/Planned hosting institution	Date/expected date of publication	Explanatory notes
Scorpiones of Matobo	NHMZ	NHMZ	April 2018	This group is of medical importance and will be published first as a result.
Gnaphosodea of Matobo to include Ammoxenidae, Cithaeronidae, Gallienidae, Gnaphosidae, Liocranidae and Prodidomidae	NHMZ	NHMZ	April 2018	This super family will be completed first as this is the one that has been worked on the most by Dr FitzPatrick and the mostly commonly occuring ground spiders.
Solifugae and Amblypygida of Matobo	NMHZ	NMHZ	May 2018	
Lycosodea of Matobo to include Lycosidae, Agelenidae, Ctenidae, Pisauridae, as well Eresidae, Hersiliidae and Caponidae, Sicariidae	NMHZ	NMHZ	June 2018	These spiders are also most commonly collected ground spiders and include some of the medicially important spiders
Thomisidae, Philodromidae, and Scytodidae of Matobo	NHMZ	NMHZ	August 2018	These plant dwelling spiders, although common, the taxonomy is unrevised in most genera making identification challenging
Eutichuridae, Hahnniidae, Zodariidae and Ulboridae of Matobo	NMHZ	NMHZ	October 2018	Includes some medically important spiders
Sparassidae, Pholicidae,	NMHZ	NMHZ	Decemeber 2018	

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Palpimanidae and Selenopidae				
Salticidae in part, Therphosidae, Barchelidae, Nemisiidae, Corinnidae, Araneidae in part, Oxyopidae, Theriididae in part, and any other spider family known from the Matobo	NHMZ	NHMZ	Feburary 2019	These spider families are the most difficult to identify and the most diverse. It is invisaged that not all species will be able to be identified.

3.5. Examples of use of biodiversity data available through GBIF

Use the table to document use or planned use of data available through GBIF as part of your project. You may want to refer to the section 2.5 "Plan to support the integration of biodiversity information into policy and decision-making processes" of your BID full proposal. Please provide the DOI for datasets published on GBIF or data downloaded from GBIF in the "Dataset" column. Briefly describe how the data have been used or are planned to be used in the "Data use" column (ca. 50 words). Provide the date or approximate time frame in months for the use or planned use in the "Date/time frame" column. Please provide links to any documents or webpages documenting the use in the "Sources of verification" column. Add as many rows as needed.

Dataset	Data user	Data use	Date/time frame	Sources of verification	Notes
Scorpion and medically important spiders of Matobo	Medicinal practitioners and local communities	Education programmes in the Matobo	June 2018 onwards		
Various spider families of Matobo	Researchers, students, policy makers	Provision of baseline data for Biodiveristy monitoring programmes; comparative studies with collections in other parts of Zimbabwe; provision of common vs rare spiders for species conservation efforts	Feb 2019		
Solifugae and Amblypygidae	Researchers, students, policy makers	Biodiveristy monitoring programmes and provision of base line data sets for further research and conservation efforts	Feb 2019		

3.6. Events organized as part of the project

List all the events that have been organized as part of your project. Please provide links to any documents or webpages documenting the use in the "Sources of verification" column. Add as many rows as needed.

Full title	Organizing institution	Dates	Number of participants	Sources of verification
Data quality, Data Cleaning and Data sharing principles training workshop held at Natural History Museum Of Zimbabwe	Natural History Museum of Zimbabwe	16-19th January 2018	36	Natural History Museum of Zimbabwe facebook page See attached programme and list of particpants
End users Workshop for Applying biodiversity data in decision-making processes	Natural History Museum of Zimbabwe	Planned Feb-Mar 2019	Dambari UZ, NUST, ZimParks	

4. Updated calendar for the BID project implementation and evaluation period

The calendar should be completed in the same way as in the Full Project Proposal, but should include any expected changes. Provide reasons for any expected changes in section 4.1 'Explanatory Notes'.

Implementation period start date and end date (01/10/17)																
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	**Notes**
Early Progress evaluation & reporting		X														
Mid Term evaluation & reporting							X	X								
BID Capacity Enhancement workshop – Data mobilization and publication (Online training - Participation is mandatory)																<mark>Waiver given</mark>
BID Capacity Enhancement workshop – Data use (Online training - Participation is mandatory)					x											
Update and install the necessary software			x													Computer only received in January
Capture undigitalized records into Excell	X	X	X	X	X	X	X	X	X	X						
Clean and refine data, Geo-reference localities and confirm taxonomy with experts			X	X	X	X	X	X	X	X	X	X				
Data analysis and reports compiliation									x	x	x	x	x	x		
Interim project reporting			x				x				x				x	
Distribute reports to end users													x	x		
Upload data to GBIF									x	x	x	x	x	x		
Plan and host end users workshop														x	x	

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Evaluation period start date and end date (01/01/2019)				
Activity	1	2	3	**Notes**
Final financial and narrative reporting		x	x	
<Activity name>				

4.1. Explanatory notes:

Date cleaning has started ahead of schedule and it is likely that sections of the data will be published to GBIF earlier that anticipated.

5. Beneficiaries/affiliated entities and other cooperation

5.1. Relationship with project partners
Please describe the relationship between your project coordinating team/institution and your project partners, and with any other organisations involved in implementing your BID project.

Presentation was made to the Dambari Wildlife Trust Research Advisory Group biannual meeting about the current GBIF projects. Close collaboration exists between Dambari and the Natural History museum as we are involved in joint projects in the Matobo Hills. Students for NUST are on attachment and are assisting in these GBIF projects.

5.2. Links to other projects and actions
Where applicable, outline any links and synergies you have developed with other actions, e.g. GBIF nodes, other BID funded projects, etc. If your organization has received previous grants in view of strengthening the same target group, how far has your BID project been able to build upon/complement the previous project(s) ?

The Natural History Museum hosted a workshop which including all three GBIF projects from the Natural history Museum and the GBIF National Grant for Bindura University of Science Education, National Herbarium and Forestry Commission. This was an important opportunity to exchange information and form collaborations between all partners.

6. Visibility

Please refer to the BID guidelines

6.1. Visibility of the BID project
How is the visibility of your BID project being ensured?

Short summary

The project has been posted on the Natural History Museum of Zimbabwe website page and Facebook page

Sources of verification

http://naturalhistorymuseumzimbabwe.com/arachnology/

https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&album_id=1595574 997223440

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

Short summary

The EU contribution has been made visible on the Museum Facebook page.

Sources of verification

https://www.facebook.com/NHMZimbabwe/?ref=bookmarks

Signature   _____

Name of the contact person for the BID Project: M. FitzPatrick

Date report sent by email in Word format to bid@gbif.org for pre-approval: 29th January 2018

Date report sent by post to GBIF Secretariat: _____