

MID-TERM ACTIVITY REPORT

Guidelines on how to complete the activity report are included in italics.

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1. Project overview

Please insert text in the table

Project title	Mentoring GBIF Togo – GBIF France	
Project ID	CESP2018_001	
Project period	Start date (dd/mm/yy): 1 June 2018	End date (dd/mm/yy): 31 May 2019
Project lead		
Name of the main contact person	Name: RADJI Raoufou Pierre Email: Phone: +228 90045114	
Name of institution	University of Lomé	
GBIF Participant represented	GBIF TOGO	
Role(s) in this project	Mentee	

Project partner(s)		
Name and institution of the representative	GBIF Participant represented (if applicable)	Role(s) in the project
Anne-Sophie ARCHAMBEAU	GBIF France	Mentor Node
Komla Emmanuel ATCHONOU GLO, Director of Computer Centre (CIC), University of Lomé		Monitoring
Sophie PAMERLON, GBIF France	GBIF France	Training, data publishing remote support
Marie-Elise LECOQ, GBIF France	GBIF France	Training, filming, IT support
Fabien CAVIERE, GBIF France	GBIF France	Training, filming, IT support
Koudjo AKPENE, GBIF Togo	GBIF Togo	IT support
Kodjo Christian AHADJI	GBIF Togo	IT Master student

2. Executive summary

Provide a brief explanation of the context and the approach taken up to the mid-term of the project, as well as a summary of the main conclusions, lessons learned and recommendations for the remaining project period.

[As part of strengthening the network of biodiversity data stakeholders in Togo, GBIF Togo has benefited the BID program led by the secretariat of GBIF. In the continuity of the efforts in progress, several workshops made it possible to set up a committee for monitoring the activities of the node. This project aims to increase the online presence of the node: it's about designing and putting online a dynamic site dedicated to GBIF's node (the site will be devoted to biodiversity and news from Togo) and to propose a joint outreach session and technical training for the country's data users, mainly the monitoring committee, to be more involved in the data mobilisation context.

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

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

3. Introduction to the project and its objectives

1. *Provide a summary of the overall project to help readers understand its objectives, including, for example:*

- *The project's main objective(s) and expected impact*
- *How the deliverables will contribute to the main objective(s)*
- *The targeted capacity needs as outlined in the project proposal*

2. *Explain to readers what they will find in this report. It should include:*

- A description of how the evaluation has been carried out (e.g. consultation or surveys with project partners and participants). Please refer to section 3.6 "Monitoring and evaluation" in your original project proposal.
- A description of how the project partners will use the evaluation results.

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

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

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

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

4. Project deliverables - status update by mid-term

Provide updates on the status of each of the planned deliverables by the mid-term, listing the related activities connected to these and explanatory notes. In the event of identifying a deliverable as "delayed", please provide detailed explanatory notes and planned actions to address this issue. Please provide links to any documents or webpages in the "Sources of verification" column. Add as many rows as needed.

[Please update table]

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

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

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

Deliverable	Related activity	Status: Completed / on track / delayed	Explanatory notes	Sources of verification
An ICT national infrastructure (website and its data portal with documentation in French) for GBIF Togo	Documentation mobilization, Master student involvement	On track	<p>1. Documentation for the website in completed, compiled and defended as Master's graduation. The period of its deployment coincides with those of student enrolment at the University and the CIC administration is seeking to wait until the end of the enrolment period (end of December 2018).</p> <p>2. Portal documentation in progress</p>	https://drive.google.com/drive/folders/1FNjxX Xzz3JIB0-C4h4J4EYedieRpX_0J?usp=sharing
Training of the GBIF Togo node staff on the new platform	Workshop	Scheduled for February 2019	Several emails correspondence and skype meeting was done with GBIF Fance to plan this activity	https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEqvWIDo1aicg_XG799nL3MxMQ/edit
Training on ALA tools, information and recorded training on data quality, data papers writing and publishing & technical tools, belonging on ALA community	Workshop	Scheduled for February 2019	Several emails correspondence and skype meeting was done with GBIF Fance to plan this activity	https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEqvWIDo1aicg_XG799nL3MxMQ/edit
Registration of new institutions to strengthen GBIF Togo network	Awareness in progress	On track	Node manager leverages all meetings (workshops, seminars) to encourage data holders to join the national network.	Physical meetings with ANGE, SNPT, MERF
Publishing of new datasets to www.gbif.org and the national data portal	Data mobilization	Scheduled for February 2019		https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEqvWIDo1aicg_XG799nL3MxMQ/edit
Editing data papers for publication on Pensoft journals;	Workshop	Scheduled for February 2019		https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEqvWIDo1aicg_XG799nL3MxMQ/edit
Launching session of GBIF Togo website and portal presentation, based	Outreach session	Scheduled for February 2019		https://docs.google.com/document/d/1uLxzEEsLgvCKJUsjBDEqvWIDo1aicg_XG799nL3MxMQ/edit

Deliverable	Related activity	Status: Completed / on track / delayed	Explanatory notes	Sources of verification
on ALA technology, for University staff and Ministries partners (Ministry of Higher education and Research, and Ministry of Environment).				Q/edit
Outreach session with representatives from Togolese national biodiversity and environmental institutions (Ministry of Environment and Forestry Resources, Ministry of Urbanism, ITRA) and NGOs (Agbo-Zegue)	Workshop	In progress	Planning with Research and Innovation Office of University of Lomé	Emails and phone contacts with Dr Adjonou Kossi

5. Project calendar - status update by mid-term

The calendar should be completed the same way as in section 3.7 of your Full Project Proposal, but should also clearly indicate any expected changes (e.g. use of colour-coding to indicate expected changes). Please provide justifications for any expected changes in the notes column.

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

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

6. Project communications

Describe how the results of your project are being, and will be shared with the project stakeholders and broader GBIF community.

Please also review the project webpage available from <https://www.gbif.org/programme/82219/capacity-enhancement-support-programme#projects> and provide any additional documents, events, news items or links that you would like to add to your page.

[Contact was established with Research and Innovation Office (DRI) of University of Lomé that planned outreach session and the project workshop on February 2019. Communication (emails, onsite display information will start on January 2019 on www.univ-lome.tg]

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

This section is to summarize and document the mid-term evaluation of the project's progress and any changes to the project plans based on the findings of this mid-term evaluation.

This section of the report should also cover, for example:

- *Areas of success/best practices/lessons learnt from this first stage of project implementation, which can be built on during the remainder of the project period.*

- *Any feedback on the project's relevance from the partners and stakeholders.*
- *Comments on the project implementation, its efficiency and effectiveness.*
- *The management arrangements for the project, including support from the GBIF Secretariat.*
- *Any reflection on the mid-term evaluation itself that could help inform the project's final evaluation and final report.*

Please also use this section as an opportunity to identify the main lessons from the project experience that could be applied in other contexts, including any best practice that others in the GBIF community could apply. In addition, outline any recommendations for the GBIF Secretariat or the community to reinforce the initial success of the project.

[This Mentoring project was designed to involve a computer-trained student. The collaboration initiated with the UL Computer Centre (CIC) has been fruitful during this period of mid-term evaluation of the project. Indeed, communication has been fluid between the CIC management and GBIF Togo; between the CIC management, the student and the Node manager, which also acts as the Director of the student's thesis (https://drive.google.com/drive/folders/1FNjxXXzz3JIB0-C4h4J4EYedieRpX_0J?usp=sharing); and with GBIF France whose technical and IT team has monitored the student's IT work. The appropriation of the computer language and GBIF tools was done without any problems. Communication tools (emails, Slack, Skype, GoogleDocs) were used extensively between the project partners to plan, exchange, share and validate the activities and results initiated or obtained. The remaining activities on program are scheduled and available on: https://docs.google.com/document/d/1xeumDKmQ-dsJQeEqBFvlnnbOzCM_dQqAUzyinTHWYiE/edit?usp=sharing. By completing his thesis, Christian AHADJI has used only part of the project results for completing his thesis. Nearly, the web site will be deployed by Christian who will have opportunity to work on until the portal implementation.

Without any assurance or promise from the UL authorities already met twice by the Node manager, GBIF Togo pleads for his recruitment to the IT position within the GBIF Togo team.

The outreach session will be reach as a public conference-debate. The exact wording of the theme of this conference temporarily defined (in discussion with GBIF France) is "*GBIF and its usefulness in the scientific/academic community*". Aims are defining as: 1. to raise awareness of GBIF and its objectives among the academic public; 2. to state the benefits of sharing biodiversity data; 3. to use GBIF data in open access: writing data papers, modelling data, etc.)

Public: research professors, students (master's degree in forestry and doctoral students);
Ministry of environment and forestry resources.

- Duration of the outreach session: from 8:00 to 12:00

Preparation for the workshop. 1. Announce par DRI in its mail and email contacts. Announcement will contain conditions participation. 2. for PhD and Master students, selection will be made according to the doctoral procedures and after seminar organizing by the Laboratory of Forestry research where the Gbif Node manager is the Pedagogical Leader. Will be selected, students that are collected some usable data.

3. Some lecturers that are already involved in data publishing will complete the list. Fifteen participants are previously scheduled but the workshop can accommodate more people. 4. The monitoring committee of the Node activities will also be involved inviting the Ministry of environment and other partners that published data through the Node.]

8. Annex 1 – Additional sources of verification

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

[Insert text here]