



BID Africa 1 – Small Grant Template

Mid-term 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”
- Use the information included in your project Full proposal (reproduced in annex III.a. of your BID contract) as a baseline from which to complete this template
- The information provided below must correspond to the financial information that appears in the financial report
- Sources of verification are for example links to relevant digital documents, news/newsletters, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc.
- This report must first be sent as a Word document to GBIF@GBIF.org and be pre-approved by GBIFS
- Once this report is pre-approved in writing by GBIFS, it must be signed by the BID project coordinator and sent by post to:
The Global Biodiversity Information Facility Secretariat (GBIFS)
Universitetsparken 15
DK-2100 Copenhagen Ø
Denmark

Template

1. Table of Contents

2. Project Description

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

Botswana Wildlife Management Association

2.2. Principal investigator name and role:

Monica Morrison, Organiser

2.3. BID proposal identifier:

BID-AF-2015-0014-SMA

2.4. Project title:

Data Rescue for the Records of the Botswana Wildlife Management Association

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

1/07/2016 – 30/11/2016

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

Botswana



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



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 (no more than ½ page).

The project's inception meeting with representatives from the Okavango Research Institute (Library, scientists, GIS Laboratory), the BWMA, and the Department of Wildlife and National Parks clarified roles and responsibilities. The self-assessment forms were completed, and trainees identified. Archival boxes were obtained. The project was able to obtain and install, through a non-profits scheme, Slack software that enables the team to communicate rapidly across the team members' institutions, and share all project documentation. The licensed version of Slack provided also will allow for full archiving of the project's operational records at the end of the project.

Team members completed a records inventory for the BWMA's hard copy files and biological specimens, and moved selected files in archival boxes from the BWMA offices to the University of Botswana Okavango Research Institute Library. Mrs Peake still needed to review the content of several BWMA files before transferring them, and the team will need to follow up with her to transfer these file later. Biological specimens were removed from files and stored separately. Data entry for the inventory was completed at Moedi wa Kitso offices and proofread by the library team.

Data in the form of Excel spreadsheets were transferred to a server managed by the Okavango Research Centre's GIS Laboratory. Debbie Peake, compiler of the data, met with Dr Lucas Rutina, wildlife scientist, Mogae Makonyela, intern assistant to Dr Rutina, and Masego Dhliwayo, GIS technician, to discuss metadata issues. They noted that some measurement data for elephant jaws – useful for determining age - still at Mrs Peake's offices were outstanding, and it was agreed that Mr Makonyela would work with Mrs Peake to complete the measurements and ensure that the data were added to the spreadsheets. This work is expected to be completed by the end of 2016.

Olebogeng Suwe and Anastacia Makati were selected to participate directly in the BID online training. They have been successfully taking the training, and are engaging in peer learning with their team members.

Outreach efforts to date have included a press release submitted to several publications, regular posts by Monica Morrison on Twitter, a post on the ORI Library's blog, a presentation to the *Do...Follow* research Meetup group in Maun, and a flyer distributed by Mrs Peake at the CITES COP 17 meeting in Johannesburg.

The next steps are to:

- complete the jaw measurements data collection and updating of spreadsheets
- prepare a narrative description of the hard copy records and biological specimens
- when the training has been sufficient, to begin conversion/transfer of data to the GBIF.

A challenge is that team members from the Department of Wildlife and National Parks, an important potential user of the materials, are mostly not free from their duties to allow them to participate in meetings and technical work of the project.





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 (http://www.gbif.org/resource/82785)	Yes		Document
The institution that will publish your data is registered with GBIF.org For registered data publishers see: http://www.gbif.org/publisher/search	Yes		Document
The data users identified in the full proposal have documented their intended use of the mobilized data and provided early feedback	Partly		

3.3. Datasets published on GBIF.org

If the dataset is not yet published, please indicate the name of the institution that is expected to host the data when published in the column "DOI or URL/Planned hosting institution". Add as many rows as needed.

Dataset title	Publishing institution	DOI or URL/Planned hosting institution	Date/expected date of publication	Explanatory notes
Database of elephant and predator trophy types and measurements, 1995-2013	Mochaba/BWMA	University of Botswana Okavango Research Institute	2017	
Predator tooth and jaw data, 1995-2000s	Mochaba/BWMA	University of Botswana Okavango Research Institute	2017	
Antelope trophy measurements (1995-2002)	Mochaba/BWMA	University of Botswana Okavango Research Institute	2017	
BWMA records (correspondence, reports)	BWMA	University of Botswana Okavango Research Institute	2017	
Biological specimens	Mochaba/BWMA	University of Botswana Okavango Research Institute	2017	





3.4. 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. 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
Database of elephant and predator trophy types and measurements, 1995-2013	UB-ORI, DWNP, wildlife biologists				
Predator tooth and jaw data, 1995-2000s	UB-ORI, DWNP, wildlife biologists				
Antelope trophy measurements (1995-2002)	UB-ORI, DWNP, wildlife biologists				
BWMA records (correspondence, reports)	UB-ORI, DWNP, wildlife biologists, environmental historians				
Biological specimens	UB-ORI, DWNP, Botswana National Museum, wildlife biologists				

3.5. Events organized as part of the project

List all the events that have been organized as part of your environmental historians 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
Do...Follow Meetup, Maun: Chat with Debbie Peake about access to legacy hunting data	Do...Follow Meetup	6 July 2016	35	http://www.meetup.com/Maun-Research-Fieldwork-Meetup/events/231798457/Annex See also attached Annex X





4. Implementation of BID project activities

Refer to section 2.2 “Deliverables, activities and reporting criteria” in your BID full proposal. Provide updates on each of the activities using the reporting criteria and other sources of verification as appropriate.

Sources of verification are for example links to relevant digital document, news, newsletter, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc.

4.1. Goal 1: Increase available biodiversity data, within and beyond the grant period

Activity 1: Inventory and finding aid for BWMA records completed and priority records for digitization identified

Description of any implementation during the reporting period

Inventory completed; finding aid and priority record identification begun

Sources of verification

Records inventory

Activity 2: Inventory and finding aid for BWMA records completed and priority records for digitization identified

Description of any implementation during the reporting period

Inventory completed; finding aid and priority record identification begun

Sources of verification

Records inventory

Activity 3: Inventory of biological specimens

Description of any implementation during the reporting period

Inventory completed

Sources of verification

Biological specimens inventory

Activity 4: BWMA records inventoried, boxed and prepared for transfer to identified repository

Description of any implementation during the reporting period

Inventory completed; records boxed and transferred to ORI Library

Sources of verification

Photo

Activity 5: Selection of metadata

Description of any implementation during the reporting period

Discussions among BWMA and ORI begun

Sources of verification

Meeting notes

Activity 6: Finding aid to records collection completed

Description of any implementation during the reporting period

Underway

Sources of verification

Activity 7: Dataset transfer procedures finalised

Description of any implementation during the reporting period

Pending completion of training





Sources of verification

Activity 8: Trophy and other research data submitted to GBIF system

Description of any implementation during the reporting period

Sources of verification

Activity 9: Guidelines for ongoing stewardship of the collections

Description of any implementation during the reporting period

Sources of verification

4.2. Goal 2: Apply biodiversity data in response to conservation priorities

Activity 1 name: First presentation and promotion workshop (Maun):

Description of any implementation during the reporting period

Not yet held

Sources of verification

Activity 2 name: Second presentation and promotion workshop (Gaborone)

Description of any implementation during the reporting period

Not yet held

Sources of verification

[Add as many activities as given in your full proposal under “Deliverables, activities and reporting criteria” for goal 2]

Activity 3 name: Inclusion of links to GBIF records in the Government of Botswana’s online Environmental Information System (EIS)

Description of any implementation during the reporting period

Pending completion of data transfer work

Sources of verification





5. 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 5.1 'Explanatory Notes'.

Implementation period (maximum 12 months, starting 1 June 2016 at the earliest)													
Implementation period start date and end date 01/06/2016	01/07/16 to 30/06/2017												
Activity	1	2	3	4	5	6	7	8	9	10	11	12	Notes
Mid-term evaluation & reporting						X							
Records inventory	X												
Specimen inventory		X											
Collection processing			X	X									
Metadata selection			X	X	X	X							
Records finding aid						X	X	X					
Dataset transfer procedures								X	X				
Data capture and application of metadata									X				
Sustainability plan											X		
Stakeholder workshop1									X				
Stakeholder workshop2										X			
Links to EIS											X		Depending on availability of EIS





Evaluation period (maximum 6 months, ending 31 December 2017 at the latest)							
Evaluation period start date and end date (dd/mm/yy)	01/07/2016 – 31/12/2017						
Activity	1	2	3	4	5	6	Notes
Mid-project stakeholders' evaluation meeting							To be arranged, if possible, in late November 2016
<Activity name>							

5.1. Explanatory notes:

Collection processing: Boxed records and specimens have been moved to the Okavango Research Institute Library, but additional portacabins, one of which will be used for archival storage, have not yet arrived. Final location of the collection will not be determined until buildings have been delivered and allocated.

Records finding aid: Creation of the records finding aid is already underway but writing of a narrative description of the collection will take more time than anticipated because 1) some file labels did not reflect the richness of the file contents: the processing team will need to review the inventory and probably supplement the file names recorded; 2) this work needs to be a collaborative effort, with the BWMA Secretary and University of Botswana's Special Collections unit reviewing the content. Given the time of year, this is unlikely to be completed until 2017.

Metadata selection: Discussions about metadata have begun but final decisions about this needs to wait until the GBIF training is complete and the team fully understands its options.

Dataset transfer procedures: As with final decisions about metadata, this needs to wait until the GBIF training is complete and the team fully understands technical procedures.

Stakeholder Workshop 1 (Maun): Since processing of datasets is delayed, the first stakeholder workshop will be postponed until the new year.



6. Beneficiaries/affiliated entities and other cooperation

6.1. Relationship with project partners

For the first, very practical, phase of this project, there has been a close working relationship among Debbie Peake of the BWMA, Monica Morrison, Principal Investigator, and what we call the Collection Processing Team: staff in Moedi wa Kitso, the Okavango Research Institute Library, GIS Laboratory, and the office of wildlife scientist Dr Lucas Rutina. Staff members at the Research Division of the Maun office of the Botswana Department of Wildlife and National Parks, while included in all activity updates through Slack instant messaging, are almost always out in the field and have not been able to participate in the collection processing work or in the online training. The head of the Research Division has, however, reiterated that it is important that they, as well as the DWNP Licensing Officer, be included in major project meetings. It is fortunate that Dr Rutina is a former DWNP official and is in regular contact with his former colleagues.

6.2. Links to other projects and actions

The Principal Investigator has subscribed to the BID Community list with the team and regularly shares relevant content from the list with the team through Slack. A first communication has been made with a Gaborone-based colleague involved in the African Insect Atlas project, the only other Botswana BID project.

The team members involved in the BID online training are beginning to know other project teams through the interactive training site.

7. Visibility

Please refer to the [BID guidelines](#)

7.1. Visibility of the BID project

Short summary

A press release circulated to news outlets in the region announced the startup of the project. The project team is taking advantage of events related to wildlife research and management to share information about the project: for example, Debbie Peake has spoken about the work at the Maun-based Do...Follow Research Meetup, and distributed a flyer at the recent CITES COP 17 meeting in Johannesburg. Posts on Twitter highlight project milestones. The two planned workshops are intended to ensure that relevant stakeholders are aware of the work.

The hunting debate is highly political, which, along with the narrow focus of the materials, poses some challenges for exposure of the project, especially in government circles.

Sources of verification

Attached annexes in PDF.

7.2. Visibility of the EU contribution

Short summary

We are aware that all statements made about the work should include recognition of the EU contribution. Twitter's character limitations are a challenge but we think we have discovered an EU flag emoji we can use.

Sources of verification

Attached annexes in PDF.

