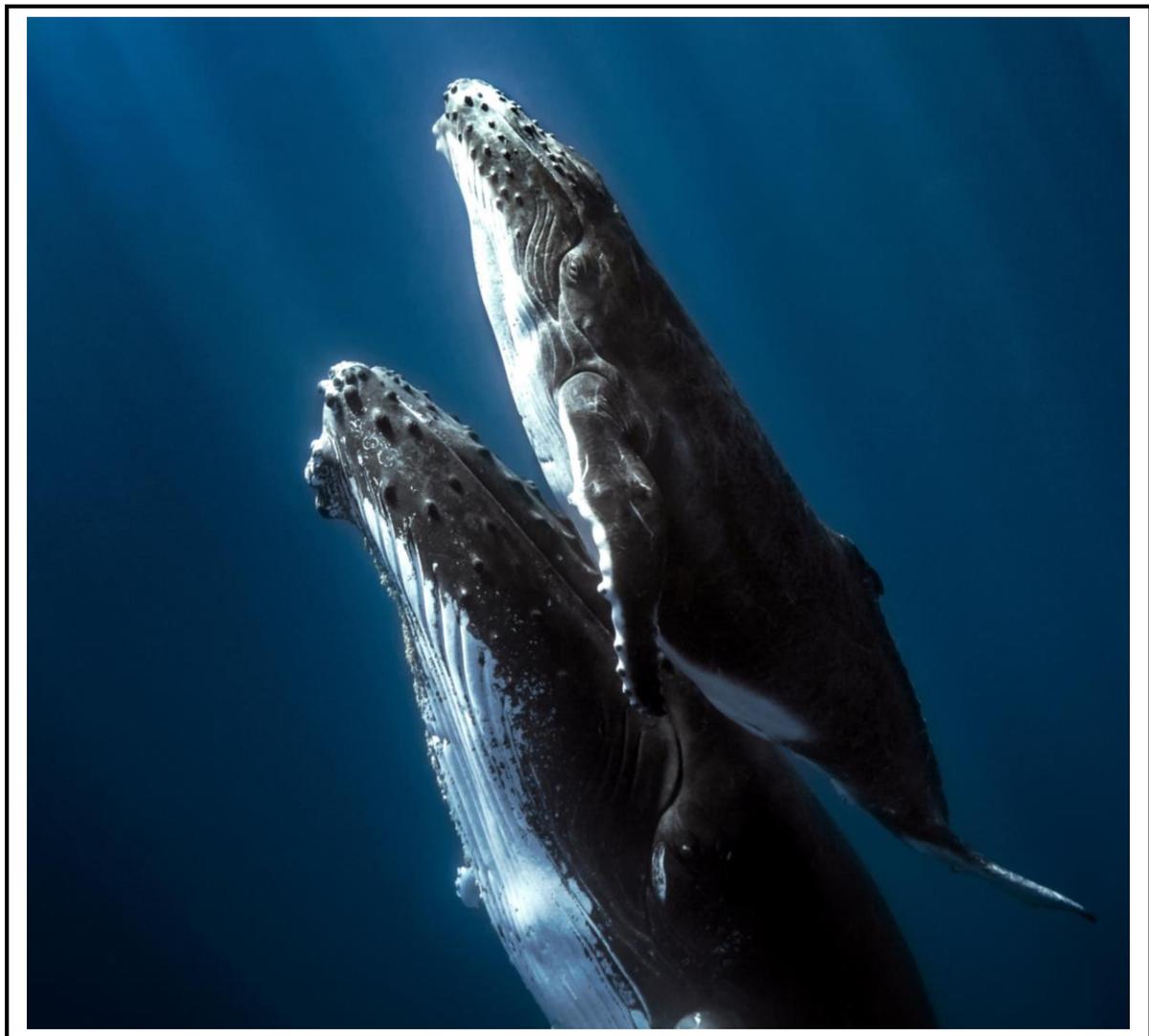




Key Biodiversity Areas Proposal Process

Guidance on *Proposing, Reviewing, Nominating* and *Confirming* sites.

Version 1.0 March 2019



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Citation: KBA Secretariat (2019). Key Biodiversity Areas Proposal Process: Guidance on Proposing, Reviewing, Nominating and Confirming sites. Version 1.0. Prepared by the KBA Secretariat and KBA Committee of the KBA Partnership. Cambridge, UK.

DOI: [Link when published](#)

Cover photo: Humpback Whale Mother and calf (*Megaptera novaeangliae*), a species likely to trigger KBAs at calving sites under KBA Criterion D1. WWF HIVE Library. © Shutterstock / Seb c'est bien.

Prepared by the KBA Secretariat for the KBA Committee.

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1. The KBA Programme

The vision of the KBA Programme is *a comprehensive network of sites that contribute significantly to the global persistence of biodiversity is appropriately identified, correctly documented, effectively managed, sufficiently resourced and adequately safeguarded*. The Key Biodiversity Area (KBA) Partnership of 13 international conservation organisations¹ was launched in September 2016. The KBA Partnership supports the development and implementation of the KBA Programme, which consists of the current and future efforts to develop and maintain an up-to-date, fully documented list of sites identified against the KBA Standard, and to communicate, promote and position this information to enable achievement of the KBA vision. At the core of the KBA Programme is the KBA identification process, comprising the steps of Proposal, Review, Nomination and Confirmation. Various players are involved: KBA National Coordination Groups, KBA external proposers, KBA Regional Focal Points, the KBA Secretariat, international expert groups, etc.² and the process is underpinned throughout by the World Database of Key Biodiversity Areas™ (WDKBA). Anyone with relevant information on biodiversity elements that could potentially qualify a site as a KBA can propose a KBA.

2. The Global Standard, KBA Guidelines and KBA Proposal Process

2.1 The Global Standard for the Identification of KBAs

This *KBA Proposal Process* aims to help individual experts or organizations who want to propose new KBAs, or update/re-assess existing KBAs under the [Global Standard for the Identification of Key Biodiversity Areas](#) (IUCN, 2016 – henceforth *KBA Standard*). It provides a step-by-step guide to the process of identifying or updating KBAs and where proposers can reach out for help in doing this. The steps outlined below assume that KBA identification is carried out at the national level using information for several taxonomic groups or elements of biodiversity in a coordinated fashion (ideally through a KBA National Coordination Group). Many of the steps, however, will also be applicable when the goal is to identify a single KBA or several KBAs based on a single taxonomic group or specific biodiversity elements (e.g. for threatened ecosystems).

The KBA Standard (IUCN,) was prepared by the IUCN Species Survival Commission and World Commission on Protected Areas, in collaboration with the IUCN Global Species

¹ American Bird Conservancy, Amphibian Survival Alliance, BirdLife International, Conservation International, Critical Ecosystems Partnership Fund, Global Environment Facility, Global Wildlife Conservation, IUCN, NatureServe, Rainforest Trust, Royal Society for the Protection of Birds, World Wildlife Fund and Wildlife Conservation Society

² More information on these players can be found at the KBA Website: <http://www.keybiodiversityareas.org/kba-partners>

Programme. It describes 11 criteria, with an additional 12 sub-criteria, that can be applied to determine whether a site is a KBA. The *KBA Standard* defines the main terms required to apply the criteria, the thresholds that need to be met for each of the criteria, and summarises the delineation procedures that should be applied to determine the boundaries of KBAs. This document is the authoritative account of what types of sites qualify as KBAs, and how they should be delimited.

2.2 The Guidelines for using A *Global Standard for the Identification of KBAs*

The *KBA Standard* is necessarily a short document. The [Guidelines for using a Global Standard for the Identification of KBAs](#) (KBA Standards and Appeals Committee, 2018 – henceforth *KBA Guidelines*) describe how to interpret and apply the KBA criteria and thresholds, providing the detail needed to better understand the criteria. The *KBA Guidelines* detail the approach for identifying a KBA, describe the criteria in detail with examples of different situations that may arise, detail how to delineate KBAs, document the distribution of KBA elements within KBAs, describe stakeholder consultation and advise on how to deal with uncertainty and re-assessments of sites. The purpose of the *KBA Guidelines* is to ensure that KBA identification is based on consistent, scientifically rigorous yet practical methods. The primary audience for the *KBA Guidelines* includes individuals or organisations interested in Proposing or Reviewing KBAs, [KBA National Coordination Groups](#) (KBA NCGs) and [KBA Regional Focal Points](#) (RFPs). They therefore provide guidance on how to apply the *KBA Standard*. They do not, however, provide guidance on the various steps that KBA proposers need to take, nor do they list the required and recommended data fields involved in preparing KBA proposals.

2.3 Purpose of the current document: Key Biodiversity Areas Proposal Process: Guidance on Proposing, Reviewing, Nominating and Confirming sites.

This document, the *Key Biodiversity Areas Proposal Process: Guidance on Proposing, Reviewing, Nominating and Confirming sites*. (*KBA Proposal Process*) describes the process that should be followed to propose a site as a KBA to the KBA Secretariat for publication in the World Database of Key Biodiversity Areas™ (WDKBA), or to update the assessment of a KBA (for example by adding new ‘trigger’ species). It assumes that one or more sites have been assessed and are believed to meet the KBA criteria and thresholds (as described in the *KBA Standard* and the *KBA Guidelines*) and describes how an individual or a KBA NCG can then formally propose the site to ensure it is recognised globally as a KBA.

2.4 Proposal process

In order for a site to become a global KBA it must meet at least one of the KBA criteria and thresholds in the *KBA Standard*. For those criteria based on individual species or groups of

species, this includes confirmation that the species is present at a site with a threshold number of mature individuals (this is specified for most criteria but also recommended for the criteria where it is not specified – see the *KBA Guidelines*). KBA assessments cannot be carried out remotely simply using global datasets without ‘on-the-ground’ confirmation of presence and threshold numbers. It is therefore recommended that countries establish a KBA NCG as a mechanism for ensuring coordination and collaboration of national experts working towards the development of a single, coherent list of KBAs in each country, managing KBA information at a national level, and encouraging monitoring and conservation of sites, and encouraging the incorporation of KBAs in national legislation. It is expected that proposals for new or updated KBAs will largely originate from the countries in which they occur through KBA NCGs or, where these aren’t yet established, through national experts.

A Key Biodiversity Area (KBA) can be proposed by a KBA NCG or an external proposer (for example a taxonomic expert or conservation scientist not involved with the National Coordination Group). When developing a proposal for a site there is a need to undertake a scoping of the species and ecosystems that might trigger KBA status and then compile relevant data on these KBA elements to make the assessment. The proposal is developed by assessing the data against the KBA criteria and at the same time making a delineation of the proposed site. Proposers are encouraged to engage with the relevant KBA Regional Focal Point (<http://www.keybiodiversityareas.org/kba-partnership/kba-regional-focal-points>) for their region who can help guide them in the process. When a proposer is happy with their proposal they submit it to the same Regional Focal Point for review. If a KBA NCG exists in a country, then the external expert should share the proposal with the chair of that group and work with them to make the proposal. If there is no response within two months, then the external expert may make the proposal directly to the KBA Regional Focal Point. If a KBA NCG does not exist, then the external expert should make the proposal directly to the KBA Regional Focal Point. If a KBA Regional Focal Point does not yet exist for a region, then a proposer should contact the KBA Secretariat about who to contact.

Once the proposal has reached the KBA Regional Focal Point s/he will organize an external review process involving external experts, including those with expertise on the qualifying biodiversity elements. The proposer may need to respond to comments from the reviewers before the proposal can be *Nominated* to the KBA Secretariat. After nomination is complete, the KBA Secretariat will check that the KBA criteria have been applied correctly, the proposal is sufficiently documented and the delineation meets the *KBA Guidelines* and *KBA Standard* and may come back to the KBA Regional Focal Point or proposer for clarification. Once the nomination has been approved the site is *Confirmed* for publication in the World Database of KBAs.

A schematic diagram of the process is provided in Figure 2.4.1.

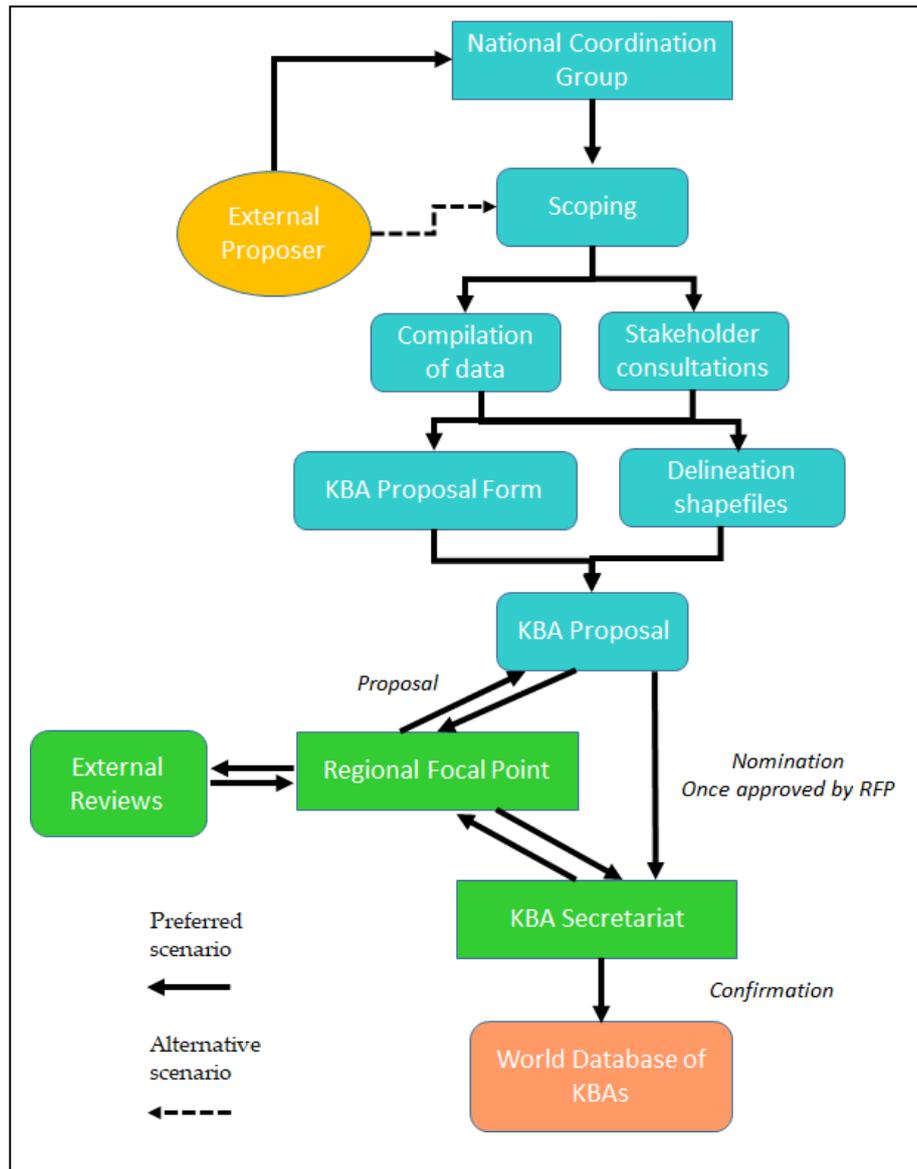


Figure 2.4.1. Schematic diagram of KBA Proposal process.

3. Roles of different actors in the process of Proposing, Reviewing, Nominating and Confirming Key Biodiversity Areas

3.1 Role of KBA National Coordination Group (KBA NCG)

The *KBA Standard* envisages that the KBA identification process will largely be driven by in-country organisations and experts to secure national support for the sites, which is essential for the future safeguard and conservation of these sites. KBA NCGs are envisaged as key structures to fulfil the role of coordinating the KBA identification process at the national level, to bring together relevant stakeholders and data in a participatory and efficient way. A KBA NCG will ideally be established in each country of the world and provide the central coordination for the identification, mapping and monitoring of KBAs as well as management of KBA data for that nation. KBA NCGs may in some countries build on or evolve from equivalent structures established previously to coordinate the identification of Important Bird and Biodiversity Areas, or AZE sites, as such groups typically involve many of the stakeholders expected to engage in KBA NCGs.

The main roles of the KBA NCG are summarised in the Annex A (Recommended process of establishment and main tasks) together with the [Recommended Terms of Reference for KBA NCGs](#) available on the KBA web site. This document is provided as a guide for KBA NCGs but can be tailored for the local situation in each country.

3.2 Role of External Proposers

External KBA proposers, defined as proposers of KBAs who are not part of the relevant KBA NCG, or work in countries in which there is no KBA NCG, may include taxonomic experts, site managers, conservation scientists, museum employees, university lecturers, employees of national or international NGOs or people in similar roles who have sufficient data on species or ecosystems at a site and want to propose it as a KBA. They can be a national of the country in which the site occurs, or a non-national expert who has been working in the country – *external* refers to being external to the KBA National Coordination Group, not external to the country.

Suites of KBAs may be assessed by teams of external experts (for example a meeting of herpetologists might assess KBAs for all amphibians within a country). These assessments should develop individual proposals for each site using the process described in section 4. This is necessary in order to properly document the sites. The proposals for each site can be submitted simultaneously to the KBA NCG or Regional Focal Point (if no KBA NCG exists) as one submission, but each site will be evaluated separately.

3.3 Role of the KBA Regional Focal Point

The KBA Regional Focal Point is appointed by the KBA Secretariat (<http://www.keybiodiversityareas.org/kba-partnership/kba-regional-focal-points>). Their main role consists of providing technical support to the proposer (external proposer or KBA NCG) throughout the KBA identification process. Proposers are therefore encouraged to engage with their KBA Regional Focal Point early on in the process, possibly involve them in helping train members of the KBA NCG, and seek advice on application of the KBA criteria. Once the proposer has completed the first stage of the proposal process (assessing the site against the relevant KBA criteria on the basis of the latest data, compiling basic documentation, carrying out the first consultations with relevant stakeholders and delineating the site), the KBA Regional Focal Point will make the first review of the KBA proposals. Prior to engaging external reviewers, the KBA Regional Focal Point will check that the data provided for the assessment in the proposal are reasonable, that the KBA criteria and delineation guidelines have been interpreted and applied correctly as described in the *KBA Guidelines*, and that the site boundary does not overlap existing KBAs.

Once satisfied that these basic requirements are met, the KBA Regional Focal Point will make the proposal available for external review. This will comprise both an open call for inputs that is advertised widely and targeted requests to specific experts who were not involved in the KBA Proposal process and who are knowledgeable about the species, ecosystem and/or location.

Once reviews are received, the KBA Regional Focal Point will assess the reviews and where necessary return the proposal to the KBA NCG or external proposer and work with them to address comments that have been made by the reviewers. It may be necessary to re-send the proposal to the reviewers again once comments have been addressed, particularly where the reviews have disagreed with the global or site-level estimates of the population of the KBA trigger species.

Once the reviewers' comments are addressed and the required documentation and consultation completed, the proposer will then *Nominate* the site to the KBA Secretariat.

3.4 Role of Reviewers

3.4.1 Targeted reviews

Reviewers will be identified who can comment on the biodiversity elements (species or ecosystems) that have been proposed as potential triggers of KBA status at a site. A KBA proposal should include the names, affiliations and contact details of at least two independent experts qualified to review the proposal. The KBA Regional Focal Point has the discretion whether or not to solicit Reviews from these experts, as well as additional people.

Reviewers can come from a number of sources including:

1. National experts from museums, universities, herbaria, NGOs, governments and other institutions with relevant expertise who have not been involved in proposing a site. The inclusion of national experts will be very important as they will likely know the most recent situation at the site and the occurrence and status of triggering elements.
2. Species Survival Commission Specialist Groups that cover the relevant species triggering a proposed KBA, for A1, B1-3, D, and E. [The KBA Regional Focal Point should send the review request to the chairs/co-chairs, for them to send it in turn to relevant experts within their Specialist Group. With time the Specialist Group could develop a core set of KBA reviewers that the KBA Regional Focal Points could contact. (<https://www.iucn.org/commissions/ssc-groups>)]
3. The Red List Authority responsible for the relevant species triggering a proposed KBA, for A1, B1-3, D, and E.
4. The Commission on Ecosystem Management Specialist Group that is mapping ecosystems globally and generating the information that will support a given ecosystem triggering a proposed KBA, for criteria A2, B4, and C. (<https://www.iucn.org/commissions/commission-ecosystem-management/our-work/cems-specialist-groups>)
5. The World Commission on Protected Areas regional contacts for KBA proposals that overlap protected areas within the region in question. (<https://www.iucn.org/theme/protected-areas/contact/protected-area-contacts-regions>)
6. Partners in the KBA Partnership with offices in the region or known relevant taxonomic expertise.

3.4.2 Online review

In addition to soliciting reviews from targeted individuals, KBA proposals will be made available for public review for a limited period. In due course, the review process will likely be managed through the WDKBA, with users able to post the reviews directly to the database. At present this is not possible so a web-based discussion forum is likely to be used. This will be advertised widely through relevant fora, such as KBA Partners; KBA Community forum; national, regional and taxonomic list serves and websites; IUCN SSC and SEC communications channels, etc., to ensure people are aware that sites are available for review.

3.5 Role of KBA Secretariat in Confirming Sites

Once a KBA has been *Nominated* by the Proposer, following review by the KBA Regional Focal Point and external reviewers, the KBA Secretariat will then carry out final checks before *Confirming* the site as a KBA and *Publishing* it on WDKBA. This step is primarily to confirm that the criteria and delineation guidelines within the KBA Standard have been applied correctly, the documentation is adequate, and the consultation and Review processes have been sufficient. It will therefore primarily focus on:

1. Checking that the Proposal is interpreting the terms used in the *KBA Standard* correctly, particularly the assessment parameters and specific terms in the criteria

2. Checking the criteria and thresholds have been applied correctly
3. Checking that the available data and information have been interpreted appropriately and consistently
4. Checking that the delineation of the KBA is appropriate and adheres to the *KBA Guidelines*
5. Checking that consultation and review have been adequate

4. Proposing a site as a KBA

The KBA Guidelines explain how the criteria should be applied to identify KBAs. This section describes some of the basic data that a proposer is likely to need, how to obtain the data and how to go about identifying a KBA.

4.1 Scoping likely species that might trigger KBA status

In many cases a KBA will be identified because someone working at a site knows that a species or ecosystem that is threatened (Criteria A) or geographically restricted (Criteria B) is present, or that the site is important for aggregations, refugia or recruitment (Criteria D). They may have made an assessment of whether the site is ecologically intact (Criteria C) or made a conservation planning assessment that quantitatively identified sites of high irreplaceability (Criteria E). Where a KBA NCG or a taxon-focused group (e.g. herpetologists) want to assess a much larger group of species, it is useful to make a preliminary scoping assessment to identify biodiversity elements likely to trigger the criteria, before attempting to apply the criteria to all species in a taxon that might occur within the country. Detailed guidance on scoping is given in the KBA Guidelines (sections 2.1, 4.1 and 5.2) for criteria A1-2, B1-4, C and D1-3.

Some KBA proposers may wish to focus on identifying KBAs for a particular species or taxonomic group; whereas others may be primarily interested in a particular site and prefer to start by conducting an inventory of biodiversity elements that may meet KBA criteria and thresholds at the site. Proposers might start by assessing whether existing sites in the country, such as protected areas, might qualify as KBAs.

A scoping analysis of all terrestrial vertebrates (mammals, birds, reptiles and amphibians) is being made by the KBA Secretariat to generate shortlists of likely species that may trigger KBA status within a country and identify where they may trigger KBA status. These will be made available on the WDKBA, once analyses have been completed (early 2020), to provide a shortlist of species and a map of potential sites that can be assessed within these taxa. With time it is hoped that using the same methods scoping will be possible for all species assessed on the IUCN Red List of Threatened Species (www.iucnredlist.org – henceforth IUCN Red List).

4.2 Where to find data on the assessment parameters

The *KBA Standard* is designed to enable assessment of species for which there is limited information on population sizes, and there is a range of assessment parameters that can be used to infer whether population size thresholds are met for some of the species-based criteria.

Details about which assessment parameters can be used in applying the KBA criteria and thresholds, and how to resolve differences in the results found by applying different parameters are given in Section 3 of the *KBA Guidelines*.

4.2.1 Mature individuals

The IUCN Red List provides data on global population estimates for many species, often with a minimum and maximum value because of uncertainty. Site estimates of numbers of mature individuals can be compared with these estimates.

Where a species has not been assessed on the IUCN Red List, or if the species account on the IUCN Red List is old and needs to be updated, then the KBA proposer can reference a recent publication that gives an estimate of the global population/number of mature individuals to justify the use of a different or new population estimate (*KBA Guidelines* section 3.2).

4.2.2 Area-based parameters

Area of occupancy (AOO), *extent of suitable habitat* (ESH) and *range* are all area-based assessment parameters that can be used for some of the species-based criteria when there are not good estimates of the global or site numbers of mature individuals. Range and to for some species AOO are given on the IUCN Red List web site.

Ranges of species can be downloaded from the IUCN Red List upon request (<https://www.iucnredlist.org/resources/spatial-data-download>). These ranges are provided in a projection of decimal degrees (Latitude, Longitude) and with the Datum WGS84. If area of these ranges is calculated in a standard GIS package they will be given in a measure of 'square degrees' which is meaningless. In order to calculate area accurately the ranges need to be projected into a metric projection. The IUCN Red List proposes using the *Equal Cylindrical Area Projection with Datum WGS84*. We have compared the results of area calculations from this projection with three other global metric projections and have concluded that KBA assessments should use this projection also when calculating the area of a range or ESH.

ESH maps for terrestrial vertebrates are being generated from IUCN Red List range maps by the KBA Secretariat and a method being developed that could do the same for other terrestrial species which have been assessed on the IUCN Red List. This process will be automated for all species which have had a) their range mapped on the IUCN Red List and b) IUCN habitats assigned (preferably to second order level) to the species on the IUCN Red List. The ESH maps will be made available on either the IUCN Red List site for each species and will be available for downloading to enable assessments.

AOO has a specific method described in the *KBA Guidelines* (section 3.7) based upon a grid of 2 x 2 km for species or 10x10km for ecosystems. AOO maps, where species have been assessed using this method, are available on the IUCN Red List. Standard grids can be accessed [here](#).

4.2.3 Localities

Sources of locality data include national herbaria or national biodiversity databases, the Global Biodiversity Information Facility, Global Seabird Tracking Database, Ocean Biogeographic Information System, and national databases such as NatureServe's National Species Dataset (for the US and Canada), and Inventaire National du Patrimoine Naturel for France. Locality data should be checked by an appropriate species expert to ensure that the taxonomy is up-to-date and erroneous records are removed before applying the data in a KBA assessment.

4.2.4 Distinct Genetic diversity

This assessment parameter is still being developed for the *KBA Guidelines* and this section (3.10) will be updated when the *KBA Guidelines* are finished.

4.2.5 Density or relative abundance of mature individuals

Guidance on this sub-criterion is still being developed for the *KBA Guidelines* and this section (3.9) will be updated when they are finished.

4.3 Spatial data

Spatial data are used to calculate area-based measurements (range area, ESH area, AOO area). In addition, one or more shapefiles need to be submitted with any KBA proposal. This section summarises where spatial data can be obtained and summarises what is required. Detailed information on shapefiles is provided in Annex B: *KBA Documentation and Mapping Standards*.

4.3.1 Submission of KBA boundary shapefiles

One or more shapefiles of the proposed KBA boundary must be submitted with every KBA Proposal and Nomination Form. A proposal will be returned if there is not an associated shapefile, unless the proposal is adding KBA elements to an existing KBA which already has a shapefile. The production of the KBA shapefile must take place as part of the delineation process which is described in detail in section 7 in the *KBA Guidelines*. This document does not repeat what is stated there and the proposer is encouraged to review that text before developing the shapefile. Details on shapefile submission requirements are also provided in Annex B: *KBA Documentation and Mapping Standards*.

4.3.2. Submission of KBA element shapefiles

A KBA can be designated for one or more KBA elements (figure 4.3.1). If individual KBA elements are not distributed throughout the KBA, spatial data on their distribution within the KBA can be submitted in addition to the KBA boundary shapefile. This will be useful for informing management actions, but also in the event that the status or distribution of other trigger elements changes in future and this necessitates changes to the boundary of the site. It

may also be useful to be able to demonstrate the distribution of triggering elements for particular taxonomic groups or ecosystems, or for particular KBA criteria.

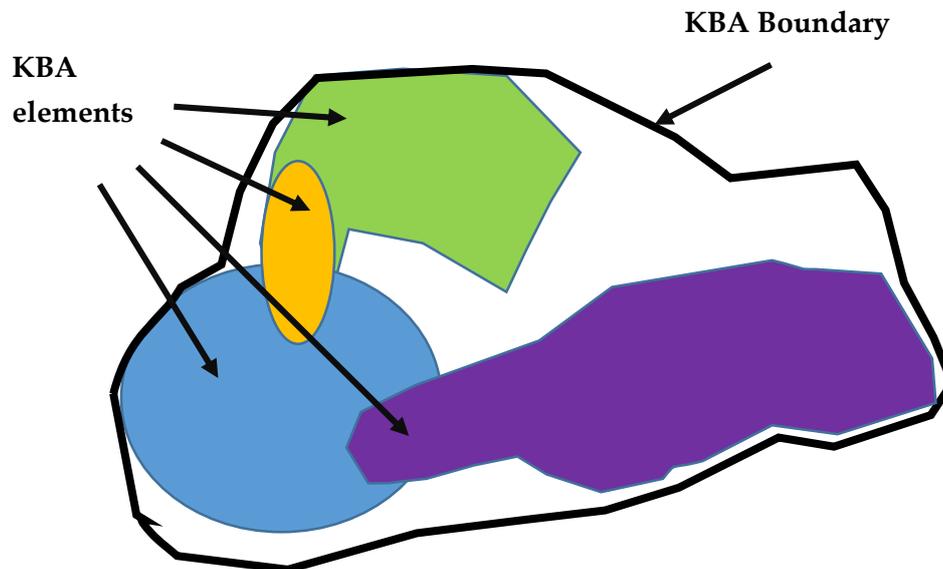


Figure 4.3.1. Relationship between KBA element distribution and the KBA Boundary. Where several KBA elements (species or ecosystem) occur within one KBA they may not all be distributed throughout the KBA. In such cases, the Proposer is encouraged to document where the species occurs within the KBA and to submit this as an additional shapefile. The boundary may also follow other jurisdictional boundaries and therefore be larger than just the location of the KBA elements.

4.4 Adding KBA elements to an existing KBA

There will be instances when a proposer wants to add additional KBA elements to an existing KBA. In this case, provided the boundary of the KBA has not changed, there is no need to submit a shapefile together with the KBA Proposal and Nomination Form. However, it is valuable to review the existing shapefile to assess if it is accurate and precise (see Annex B). It is recommended that, if the KBA element is not distributed throughout the KBA, the distribution of the KBA element within the KBA is submitted as a shapefile.

4.5 Documentation requirements

It is important to document the KBA proposal adequately to allow review and validation to be made in a timely manner. For each criterion being assessed, documentation requirements are detailed in Annex B: *KBA Documentation and Mapping Standards*. It is important these standards are followed together with the *KBA Guidelines* as they will ensure all the requirements for proposing a site are met including the requirements for submission of shapefiles and site delineation. The functionality is being developed within the WDKBA to allow submission of KBA proposals to be made online through the KBA website. In the interim, a *KBA Proposal and Nomination Form* has been developed in Microsoft Excel format to

help guide KBA proposers in compiling the required and recommended documentation for a KBA proposal.

4.6 The KBA Proposal and Nomination Form

Applying the *KBA Standard* is complex, and the *KBA Proposal and Nomination Form* has thus been designed in such a way that the KBA criteria can be applied automatically based on the data provided. This functionality will also be integrated into the WDKBA, as it is redesigned, to allow KBA proposals to be made online, along with tools to help KBA proposers assess proportion of range and ESH within a designated polygon for species assessed on the IUCN Red List for instance. In the interim an Excel file, the [KBA Proposal and Nomination Form](#), has been developed to facilitate external proposers and KBA NCGs to provide a KBA proposal in a standard format for review and incorporation in the WDKBA. Please note that this KBA Proposal and Nomination form only works on versions of Excel 2010 and above; in earlier versions the dropdown lists may not be visible. A description on how to complete this form is given in Annex C: *Guidance on using the KBA Proposal and Nomination Form*.

4.7 Submission of a KBA Proposal

At present, while a fully functional World Database of KBAs is in development, the proposer should complete the KBA Proposal and Nomination Form for the site, and provide the shapefile of the proposed KBA boundary (unless the proposer is adding a trigger element to an existing KBA and is not modifying the boundaries). If triggering elements (species, ecosystems) do not occur throughout the proposed KBA, the proposer is also encouraged to submit a shapefile showing the distribution within the site of each element or group of elements (see section 4.5.3). Submissions should be made to the KBA Regional Focal Point for the particular region (<http://www.keybiodiversityareas.org/kba-partnership/kba-regional-focal-points>).

5. Review of proposed KBAs

5.1 Organisation of the Review

When a KBA Regional Focal Point receives a proposal, they will first review it and check that it meets all the requirements (see below). They will then make the Proposal available for open Review, and also solicit Reviews from targeted individuals

5.2 Who reviews what at each stage?

5.2.1 Regional Focal Point

The KBA Regional Focal Point is a resource person who is tasked with helping Proposers go through the proposal and review process and should be considered a resource to be drawn upon to help in developing a proposal. Once a Proposal has been made, the KBA Regional Focal Point makes the first review of a KBA proposal. Prior to engaging external reviewers, the KBA Regional Focal Point will check that:

1. the data provided for the assessment parameters in the Proposal are reasonable,
2. the KBA criteria have been applied correctly as described in the *KBA Standard* and *KBA Guidelines*,
3. delineation of the site follows the *KBA Standard* and *KBA Guidelines*.

Where Criterion B2, B3a, or B3b is applied (*KBA Guidelines* section 2.5 and 2.6), the KBA Regional Focal Point needs to confirm that the species are on the standard lists of restricted-range/ecoregion/bioregion-restricted species (provided on the KBA website). If such a list does not exist for the taxonomic group in question, then the proposer needs to provide such a list for the taxonomic group, which will be reviewed by the KBA Regional Focal Point and the external reviewer(s).

Once satisfied that these basic requirements are met, the KBA Regional Focal Point will make the proposal available for external review. In some instances, all the relevant experts may have been involved in compiling the Proposal and it is not possible to identify or obtain responses from other experts. In such cases, the Regional Focal Point should request Reviews from experts who know the species in general and can comment on the site being proposed.

A Proposed KBA may be triggered by species from multiple taxonomic groups. The Regional Focal Point should attempt to solicit reviews from experts on each of these different groups, ideally people who also know the country/region in which the Proposed KBA is located. A review period of one month will be given to all reviewers.

5.2.2 External review

External reviewers will be identified by the KBA Regional Focal Point who may consult with the IUCN SSC groups for the relevant taxa if they do not know of a potential reviewer. Reviewers can comment on any aspect of the Proposal, but will be encouraged to focus on particular aspects that the KBA Regional Focal Point and KBA Secretariat cannot assess.

The proportion of the global population of a species that occurs at the site can be observed, estimated or inferred using various assessment parameters, as described in the *KBA Standard* and *KBA Guidelines*. External reviewers should assess whether the most appropriate assessment parameters have been selected for the triggering element and determine whether:

1. the global values for the assessment parameter (e.g. global number of mature individuals; global extent of suitable habitat etc.) are valid?
2. the estimates for each of the assessment parameter(s) at the site are reasonable?
3. it is reasonable to claim that the triggering element (e.g. species, ecosystem) is present at the site and that identifications have been made accurately?
4. the proposed KBA boundary is appropriate?
5. if provided, the mapped distributions of the biodiversity elements within the site are appropriate?
6. additionally, if the reviewers know the site they should assess the site description.

For some KBA criteria there are no specific assessment parameters but the area of an ecosystem or description of the ecological integrity of a site will be provided. The numbers given for area or other measures describing ecological integrity should also be assessed by the reviewer.

The application of the KBA criteria will be reviewed by the KBA Regional Focal Point and subsequently by the KBA Secretariat so this does not need to be the focus of review by the external reviewers. It is the information about the species or ecosystem that should primarily be reviewed.

Where a reviewer disagrees with an aspect of a KBA Proposal they should provide accompanying documentation to justify why they disagree. For instance, if they disagree about the global numbers of a species they should provide a publication or source of the information that provides a revised number. This justification must be provided so that the KBA Regional Focal Point and KBA Secretariat can make an informed decision about a proposal.

6. Nomination of site as a KBA

6.1 Responding to feedback from Reviews

When the KBA Regional Focal Point receives responses from reviewers they will evaluate the reviewers' comments and assess whether there is a need to return the KBA Proposal to the original proposer (External proposer or KBA NCG) to address those comments. External review comments are likely to refer to:

1. Queries over the population estimates for a species at global or site level
2. Queries over the presence of a species at a site
3. Queries over the boundary delineation of the KBA and KBA elements
4. Queries over the taxonomy or Red List category of the species
5. Queries over an ecosystem extent or boundaries
6. Queries over the ecological integrity of a site

6.1.1 Contention over the values of the assessment parameters for a biodiversity element at global or site level

Where an external review disagrees with the values of the assessment parameters for a biodiversity element at either the global or site level, the reviewer must provide documentation for their figures and also discuss why the documentation provided by the proposer is not considered the most reliable information. The KBA Regional Focal Point will return the review to the original proposer and work with them to address the comments. If the proposer disagrees with the reviewer's comments they should contact the KBA Regional Focal Point explaining why they disagree and suggesting other experts who might be able to comment. The KBA Regional Focal point may also approach the KBA Secretariat and IUCN SSC Red List Authority for that taxon to discuss the matter if the disagreement relates to the global estimates. The KBA Regional Focal Point and Secretariat will make a final assessment. The reviewer may also disagree with the best assessment parameter to use and similarly must document why they believe a different one should be applied.

6.1.2 Contention over the presence of a species at a site

For the species-based criteria, where an external review disputes that a species is present at a site, the onus is on the proposer to properly document that the species does occur there and at sufficient numbers of mature individuals as specified in the *KBA Standard*. If the contention is that the species is being misidentified, the reviewer must provide documentation showing why the species is unlikely to occur at the site and the proposer must respond to this with some evidence (e.g. specimen or clear photographic image). The KBA Secretariat and KBA Regional Focal Point will only continue consideration of the KBA proposal in such an instance if there is credible evidence that the species is present which is accepted by external experts to the proposal.

6.1.3 Contention over the boundary delineation of the KBA

The boundary of a proposed KBA may be contended because:

- a. It is not ecologically appropriate for the biodiversity element (e.g. it omits much of the key habitat for a species triggering the criteria)
- b. It is not accurately delineated – the boundary does not follow the border features described in the delineation text (see Annex B)
- c. It is not well delineated as a manageable unit (see *KBA Guidelines* section 7)

The KBA Regional Focal Point will return comments on each of these to the proposer and will work with them to take them into account or explain why the proposer disagrees with them. The KBA Regional Focal Point may discuss the responses with the KBA Secretariat to reach a final decision on the boundary.

Revised shapefiles should be submitted if the boundary is altered based on the comments of the reviewer(s) with the following name: KBA_[nationalname]_[country]_version2. If

subsequent changes take place following additional review the version number should be increased.

6.1.4 Contention over taxonomy or Red List category of the species

The KBA Review process will not aim to resolve taxonomic disagreements. The taxonomy used on the IUCN Red List (or an updated list recognised by the IUCN SSC Red List Authority for that taxon) will be the authority applied for species names. If a proposer disagrees with the existing recognised taxonomy they are encouraged to engage with the IUCN SSC Red List Authority for their taxon to update the taxonomy first before proposing a KBA for a species that is not recognised. If there is no IUCN SSC Red List Authority for a taxon, then the KBA Regional Focal Point and KBA Secretariat will engage the IUCN SSC to decide on what taxonomy is most widely recognised for that taxon.

Similarly, the KBA Secretariat will refer to the Red List Category accepted by the IUCN Red List (or an updated list recognised by the IUCN SSC Red List Authority for that taxon) and will not review the Red List status of a species if it is not accepted on the IUCN Red List.

6.2 Further Review

If the comments made following the external Review are fully accepted by the proposer and the proposal changed in the light of the comments, the KBA Regional Focal Point will check that the comments are satisfactorily addressed. If this is the case, the proposer is requested to Nominate the KBA and provide any required documentation that may have been missing before this stage.

If there is disagreement over aspects of the Review the KBA Regional Focal Point will make a decision over whether to send the proposal out for further review or not, based on the response of the proposer to the review. Rebuttals are more likely to be accepted if backed up by adequate documentation. If the KBA Regional Focal Point is not convinced by the rebuttal they may send the proposal out for further review by the original reviewer(s) and possibly other reviewers.

6.3 Nomination of KBA

Once comments received during the Review have been satisfactorily addressed by the proposer, the proposer Nominates the site with all the required information as well as maps. Currently, the KBA Proposal and Nomination Form should be used for this, but in the future the Nomination will be supported by the WDKBA.

7. Confirmation of site as KBA

7.1 Checking by KBA Secretariat

Following the reviews by the Regional Focal Point and external reviews, Nominated KBAs will be checked by the KBA Secretariat. This step is primarily to confirm that the criteria and delineation guidelines within the KBA Standard have been applied correctly, the documentation is adequate, and the consultation and Review process has been sufficient. It will therefore primarily focus on:

1. Checking that the Proposal is interpreting the terms used in the KBA Standard correctly, particularly the assessment parameters and specific terms in the criteria (e.g. restricted-range; ecoregion/bioregion-restricted, aggregations, refugia, recruitment, etc.).
2. Checking the criteria and thresholds have been applied accurately
3. Checking that the available data and information have been interpreted appropriately and consistently
4. Checking that the delineation of the KBA is appropriate and adheres to the *KBA Guidelines*
5. Checking that consultation has been adequate (see section 8 of *KBA Guidelines*).

Once validated, sites that meet KBA criteria for at least one element (species/ecosystems) and are documented sufficiently will be Confirmed.

7.2 Publication on KBA Website and IBAT

Confirmed KBAs will appear on the KBA website (WDKBA), and the [Integrated Biodiversity Assessment Tool](#) (IBAT) in the next scheduled update to these (which typically happen at least twice a year). IBAT not only provides the KBA data available on the WDKBA but also packages it in formats that are useful for commercial companies making Environmental Impact Assessments for a site, Strategic Environmental Impact Assessments for a larger project or scoping for Critical Habitat Analysis.

8. Appealing a KBA that is confirmed

A standard appeals process has been developed by the KBA Standards and Appeals Committee (KBA SAC) and adopted by the KBA Committee. This process should be engaged in when an individual or party disagrees over whether a site meets the KBA criteria described in the *KBA Standard* and *KBA Guidelines*.

The criteria, thresholds and delineation procedures themselves are not subject to appeal. Appeals may only concern the data that underpin the assessment or whether the criteria,

thresholds, and delineation procedures have been applied in a way that is consistent with the Standard. Appeals for any other reason (subjective, political, economic, etc.) will not be entertained.

The Appeals process is coordinated by the KBA Secretariat. The KBA Standards and Appeals Committee (KBA SAC) is responsible for arbitrating over formal Appeals against the identification of particular sites as KBAs.

This appeals procedure is available on the KBA Website (<http://www.keybiodiversityareas.org/userfiles/files/Procedure%20for%20Handling%20of%20KBA%20Appeals%20SAC%20FINAL%20Apr%206%202018%20with%20flowchart.pdf>).

References

- Christenhusz, M.J.M., & Byng, J.W. (2016). The number of known plants species in the world and its annual increase. *Phytotaxa*, 261, 201-217.
- IUCN (2016). *A KBA Standard for the Identification of Key Biodiversity Areas, Version 1.0. First edition*. Gland, Switzerland: IUCN.
- KBA Standards and Appeals Committee (2018). *Guidelines for using a KBA Standard for the Identification of Key Biodiversity Areas*. Version 1.0. Prepared by the KBA Standards and Appeals Committee of the IUCN Species Survival Commission and IUCN World Commission on Protected Areas. Gland, Switzerland: IUCN.

Annex A: National KBA Coordination Groups: guidance on the process of establishment and main roles

The *Global Standard for Identification of Key Biodiversity Areas (KBA Standard)* contemplates the KBA identification process to be largely driven by local organisations and experts to secure buy-in and ownership, which are essential for the future safeguard and conservation of these sites. KBA National Coordination Groups (KBA NCG) are proposed as key structures to fulfil the role of coordinating the KBA identification process at the national level to bring together relevant stakeholders and data in a participatory and efficient way. A KBA NCG will ideally be established in each country of the World and provide the central coordination for the identification, mapping and monitoring of KBAs as well as management of KBA data for that nation.

This annex provides guidance to relevant stakeholders (e.g. national representatives, Partners or offices of KBA Partners, governments and others) regarding the process of establishing National KBA Coordination Groups (NCGs). It also outlines the main tasks KBA NCGs can perform in the KBA identification, documentation, promotion and conservation process. Other relevant documents to this process include the "[Recommended Terms of Reference for National KBA Coordination Groups](#)", and *KBA Guidelines*. It is recognized that the mechanism for the establishment and operations of KBA NCGs will differ in each country and the aim of these recommendations are for general guidance to help steer groups that are forming.

It is understood that the structure and composition of the KBA NCGs will vary according to the needs of the country. The membership of the KBA NCG may include representatives of the following organizations and stakeholder groups:

- National representatives of the KBA Partners
- Other organizations and scientific institutions holding relevant data or expertise
- Relevant government departments and agencies, particularly those that can support the conservation or protection of sites identified
- Private sector organizations holding relevant data on KBAs
- Representatives of indigenous peoples and local communities.

It is hoped that KBA NCGs have some representation by governments and stewardship bodies because these bodies have the mandate to develop, implement and enforce policy and legislation, designate and manage protected areas, and will hopefully use KBAs for planning purposes. However, it is recognised that in some countries it may not be possible to always involve government representatives initially.

It is likely these KBA NCGs will become established in a variety of ways but we here give suggestions on how to catalyse these groups and what they will be responsible for.

Step 1: Forming a core group of national representatives of KBA Partner organizations and/or other interested groups: as a first step, national representatives of the relevant KBA Partners and groups who have interests in forming an NCG should form a small group to work on establishing a KBA NCG. Usually, there is more than one such organisation in a given country and therefore coordinating their respective activities related to KBAs is highly desirable. These organisations may hold information on KBAs previously identified in the country (IBAs, AZE sites, CEPF KBAs, etc.) and would also typically carry out a wide range of activities on KBAs such as monitoring, on the ground conservation, community outreach, management, restoration, awareness-raising and capacity building.

Step 2: Identifying stakeholders to form the National KBA Coordination Group (NCG): the core group of KBA Partner national representatives should compile a list of stakeholders who hold data relevant for the identification of KBAs or who may be interested in engaging in their identification. These stakeholders will normally include national or international scientific institutions, museums, universities or conservation NGOs (including AZE members) working on one or more taxonomic groups (e.g. mammals, amphibians, reptiles, marine or freshwater fish, plants, invertebrates) or other biodiversity elements (e.g. ecosystems, habitats). They will ideally include representatives of relevant governmental departments and agencies also who will be able to mainstream KBAs into national legislation and policy. It is important to identify individual experts within these institutions but also independent experts who can contribute to the process.

Step 3: Prepare a brief Terms of Reference for the NCG: A brief and simple ToR should be developed by the core group for the NCG including the rationale for the group, principles of operation, criteria for membership, operational procedures and expected results/outputs. This can be developed on the basis of the document “Recommended Terms of Reference for National KBA Coordination Groups (NCGs)” available at the [KBA Website](#). There should be a clear reference to the KBA identification process and how the NCGs work will feed into it as well as how the group will aim to monitor and secure the KBAs for the future. The group will appoint a chairperson, who initially could be a representative of a KBA Partner organisation, because of the need to understand how to apply the KBA criteria, and the Chair could be rotated at fixed intervals. The TOR should also define the process for decision-making and internal procedures.

Step 4: Invite experts to take part in the work of the KBA NCG: Once the main stakeholders are identified, they should be invited to participate in the work of the KBA NCG. In larger countries or those with very large and active research and conservation communities, there may be too many individual experts to sit on the Group itself, so it should be agreed on how experts should be selected to represent their areas of expertise (taxonomic groups, government and conservation managers) on the KBA NCG. The NCG should have the

broadest possible representation of these groups and should work on the basis of inclusion, collaboration and consultation, but at the same time be flexible enough to make decisions. We therefore recommend that ideally no more than 12-20 individuals should be in the KBA NCG.

Roles of the KBA NCG

The main roles of the KBA NCG include the following:

- Coordinate formal KBA proposal and up-dating process at the national level
- Compile and maintain a database of relevant stakeholders at the national level who can play a role in the KBA Programme
- Ensure that members of the KBA NCG and External Proposers follow the *KBA Standard*
- Coordinate the application of the *KBA Standard* to review existing KBAs and identify new ones with relevant experts. This can include the organisation of national or sub-national workshops with experts.
- Ensure accurate and precise delineation of KBAs and that they do not overlap with existing KBAs for the country. Where there is overlap the KBA NCG will help resolve it by encouraging review and consensus-building with proposers of existing KBAs
- Ensure adequate consultation takes place in the development of a KBA proposal as described in the *KBA Guidelines*
- Provide the liaison with the relevant KBA Regional Focal Point
- Organise the submission of proposals in close collaboration with the KBA Regional Focal Points and/or the KBA Secretariat
- Maintain national documentation about the KBAs of the country and encourage monitoring and conservation of each site
- Promote the use of KBA data and KBA sites nationally and internationally to support conservation and sustainable development planning and implementation.
- Coordinate fundraising efforts, including the engagement with donors and development actors active in their countries, supporting conservation of KBAs
- Collaborate with the national focal points of the relevant international Conventions (e.g. CBD, Ramsar, CMS, World Heritage) to ensure that KBAs are taken into consideration in national implementation plans and strategies
- Work to encourage recognition of KBAs nationally to improve their protection
- Where it makes sense, develop a national strategy for the conservation and sustainable management of KBAs. This could include information on research, monitoring, advocacy, policy, awareness-raising and capacity building aspects of the KBA initiative.

Key tasks of the KBA NCG required for KBA identification and proposal

The main tasks of the NCG related to the *identification, documentation and proposal* of KBAs are summarized here:

- Establishing contact with the relevant KBA Regional Focal Point and the KBA Secretariat (see KBA Website <http://www.keybiodiversityareas.org/>)
- Identifying potential funding sources for the work of the KBA NCG.

- Taking stock of existing information relevant to the application of the *KBA Standard*. This information should include: global and national Red Lists, data on the distribution, population and ecology of species by taxonomic group, vegetation maps, information on ecosystems, etc.
- At the start they should agree a process of assessing KBAs nationally - which taxa to assess and how. Once a first national assessment has been made for several taxa it is likely that the KBAs identified will be added to by assessments made by specific taxon-focused interest groups or groups interested in particular sites. The KBA NCG should play a role of encouraging and facilitating these groups.
- Agreeing on principles of data sharing among the participating institutions and individual experts for the benefit of KBA identification.
- Starting with the list and map of existing KBAs identified in the country, and their trigger species and digitized boundaries (available from www.keybiodiversityareas.org), then scoping and compiling lists of potential trigger species or ecosystems, their distribution, key localities and population information for each of the relevant KBA criteria and sub-criteria. These lists should include information on the species or ecosystems likely to meet the KBA criteria.
- Applying the relevant KBA criteria and sub-criteria to identify candidate KBAs for individual trigger species or groups of trigger species within the country following the *KBA Guidelines*. It is important to use the existing KBAs as a starting point to assess: a) if new trigger species should be added to those already identified for these KBAs, potentially with adjustments to the existing site boundaries; or b) if new KBAs should be identified on the basis of the distribution and population data of potential trigger species or ecosystems outside the boundaries of existing KBAs.
- Where existing KBAs are based on older assessments of IBAs, sites identified through CEPF ecosystem profile processes, or important freshwater sites that did not apply the thresholds in the *KBA Standard*, these KBAs should also be assessed against the criteria to check they meet global KBA status.
- For a first national assessment, it is recommended that a series of national workshops are organized to bring together experts and information. An initial workshop explaining the KBA criteria and how to apply them, with practical application to data from the country, is a good way to start the process. This can be followed up by nominating working groups to assess different taxa over a period of time and subsequent workshops to present and assess the resulting KBAs that are identified.
- Provide relevant information on proposed new KBAs or changes to existing KBAs using the latest version of the *KBA Proposal and Nomination Form* (in the future, by uploading information directly to the World Database of KBAs).
- On the basis of the expert feedback, work with the originators of any existing KBAs to agree on any revisions to the boundaries of existing sites, and if necessary, collect and provide new information to confirm the validity of proposed sites.
- Compile all the required information for a KBA proposal and work with the KBA Regional Focal Point to make the proposal and respond to external reviews of the proposal. Once the KBA Regional Focal Point is happy that the proposal meets all the

requirements the KBA NCG will then officially nominate the KBA, using the KBA Proposal and Nomination Form.

- Work with external proposers that come to the KBA NCG wanting to propose a new KBA or add a new qualifying element to an existing KBA. In particular the KBA NCG can help them apply the KBA Criteria correctly and put them in touch with KBA Regional Focal Points for support also.

Annex B. Documentation and Mapping Standards for Key Biodiversity Area Assessments. v.1.1

Please note that this is a working document which is subject to modification and addition; all future versions will be given a new version number. If you are unsure whether you are working from the most recent version, please check the KBA website or contact the KBA Secretariat. This document should be used in conjunction with, and makes frequent cross-reference to, the *KBA Guidelines*.

This document provides detailed instructions for documenting and mapping KBAs to support assessments for inclusion in *The World Database of Key Biodiversity Areas TM* (<http://www.keybiodiversityareas.org/home> - hereafter referred to as the WDKBA). The WDKBA is the ultimate authority on KBAs; sites displayed as KBAs elsewhere have not necessarily been accepted as KBAs by the KBA Secretariat. The information presented here describes the required and recommended supporting information for KBA assessments, and complements the *KBA Guidelines*. **It is important to follow the instructions and standards set out in this document closely to maintain consistency and high standards within the WDKBA, and to use this document in conjunction with the KBA Standard and the KBA Guidelines.**

In addition to instructions for supporting information, this document includes a list of the standard checks that need to be carried out before assessments are submitted for inclusion in the WDKBA (note that WDKBA will soon include an automated integrity checker which will perform many of the basic checks; once that functionality is made available, this document will be updated to reflect the changes).

For assessments being submitted from a major assessment project (e.g., comprehensive KBA assessments for one or more taxonomic groups at national or regional levels) or assessments submitted by KBA National Coordination Groups (NCGs), it is the responsibility of National Coordination Groups or KBA Regional Focal Point (RFP) to ensure that all assessments have been checked (for supporting information and consistency) before submitting them for review and eventual publication on the WDKBA. If no KBA Regional Focal Point or NCG is in place for the country, proposers should contact the KBA Secretariat. The KBA Secretariat will carry out further consistency checks on submitted assessments to confirm that the *KBA Standard* has been applied appropriately and consistently. The KBA Secretariat cannot carry out thorough supporting information checks for ALL submitted assessments; hence any indication that standards have not been adequately followed will result in assessments being returned for correction and resubmission later.

Please keep this document to hand for reference while entering information on KBAs into the WDKBA or on the Interim KBA Data Form ([see box below](#)). If there is something you need to know which is not covered here, please contact the KBA Secretariat.

A note on WDKBA

At present, the WDKBA is being upgraded to accommodate new data fields and improve functionality and cannot currently be used for entering KBA data. In due course, all data relating to KBA proposals must be entered in WDKBA, and the KBA criteria met will be calculated from the data entered. In the meantime, an Interim KBA Data Form has been produced to allow users to proceed with KBA proposals before the WDKBA is fully functional. This form contains all the relevant data fields and also calculates the KBA criteria met from the data entered. It is available for download from the WDKBA; please

1.0 Data Documentation Standards

This section describes the required and recommended *tabular* data fields that need to be completed for all KBA proposals. These include information on the site, the biodiversity elements that trigger KBA criteria and information on threats to the site. Section 2.0 describes the *spatial* data needed for all KBA proposals, describing how maps should be prepared.

Data documentation fields fall into three classes:

1.1 Required Supporting Information

Supporting information essential for ALL KBA assessments before they can be accepted for publication on the WDKBA. There are two subsets of required information:

- Supporting information required for **all** proposals
- Supporting information required only for certain KBA criteria

For example, information such as site name, country etc. must be provided for all proposals. However, if you are proposing a KBA on the basis of threatened species, there is no requirement to provide data on threatened ecosystems, although you should always try to assess a site against as many KBA criteria as possible. Sufficient information must be provided to allow at least one KBA criterion to be assessed. The supporting information required for all KBA proposals, a summary of the individual data fields and their units or format is given in Table 1. Supporting information required for each KBA criterion, not all of which are required for each proposal, a summary of the individual data fields, their units or format and their requirement for each KBA criterion is given in Table 2.

1.2 Recommended Supporting Information

Recommended supporting information is not essential for a KBA proposal to be accepted for publication in the WDKBA but is *strongly encouraged* for all assessments and contains information important for the site's conservation. Recommended supporting information, a summary of the individual data fields and their units or format is given in **Table 3**.

1.3 Discretionary (Optional) Supporting Information

Supporting information that is not essential for a KBA proposal to be accepted for publication on the WDKBA, but specific projects or proposers may wish to record this for their own information or analysis purposes. KBA project managers should clearly identify which additional fields they want to include in assessments and inform assessors contributing to the project about this at the start of the project.

1.4 Guidance notes on some required and recommended fields

Guidance notes on required and recommended fields are given in the tables below. Additional notes and guidance are given below.

Site names: There are no rigorous rules for naming KBAs, although it is recommended that the following should be observed:

- Where the KBA is equivalent, or almost equivalent, to an existing protected area, it should be given the same name as the protected area, although generally avoiding using the protected area category as part of the name (e.g. "Danube Delta", rather than "Danube Delta Ramsar Site") as there may be several designations at the site, each with boundaries that may change over time; where however the protected area name is in common usage, such as "Yellowstone National Park", and where this is unlikely to change, then this may be used.
- Where the KBA is larger than an existing protected area that is contained within the KBA, the difference should clearly be reflected in the name to avoid confusion (e.g. "Loch Maree and surrounding hills").
- KBA names should not include abbreviations (for example, use "Mountains" and not "Mts"), and should not include the acronym "KBA" or any other acronyms.
- KBA names should not include the name of any taxa (e.g. "Buxa Important Reptile Area"), because data on other taxa may be added over time.
- International names should be in English and use only Roman characters, whereas national names can use any character set supported by UTF8 (e.g. Arabic, Cyrillic etc.) and should use diacritic marks (accents etc.) where appropriate.
- Names should be less than 250 characters in length.

OECMs: This free-text field should be used to describe whether the site is likely to meet the definition of an "other effective area-based conservation measure" (OECM). The current definition of an OECM is: "A geographically defined area other than a Protected Area, which is governed and managed in ways that achieve positive and sustained long-term outcomes for the *in situ* conservation of biodiversity, with associated ecosystem functions and services and where applicable, cultural, spiritual, socio-economic, and other locally relevant values".

For further details, see: <https://www.iucn.org/news/protected-areas/201808/updates-%E2%80%98other-effective-area-based-conservation-measures%E2%80%99>.

“Source” fields: Field names beginning with the word “Source” are used to capture a written description of where the data relating to that field have come from. For example, if the data relating the population of a species at a site has come from a published scientific paper, the field “Source_site_individuals” should provide a reference to that paper, or a web link to it.

Table 1. Supporting information required for all KBA proposals

Required information	Purpose	Guidance notes	Data field names and units/format
Names, affiliation, contact details and regional and taxonomic interests of proposer, relationship to relevant KBA National Coordination Group (if one exists)	<ul style="list-style-type: none"> To identify who is proposing a new KBA or changes to an existing one To document users with particular taxonomic or regional interests To alert Regional Focal Points about potential KBA proposals To demonstrate that the appropriate assessment and review process has been undertaken To identify links between KBA Partners and affiliates To acknowledge those involved in the proposal To allow proposers and reviewers to be contacted easily in the case of the assessment content being questioned To support WDKBA functionality 	<p>- All contact details are stored within WDKBA; only names (e.g. surname and initials of individuals, or name of KBA National Coordination Group) are displayed</p> <p>- All required fields are indicated on Sheet 2 of the Interim KBA Data Form</p>	<p>Name (text) Address (text) Email (text, validated by repetition) Affiliation (text) Co-proposers (text) KBA_Partner (text; Yes/No, followed by selection from dropdown) Affiliated_with_KBA_Partner (text; Yes/No, followed by selection from dropdown) Country_of_interest (text; selection from dropdown) Membership_of_NCG (text; selection from dropdown) Taxa_of_interest (text; selection from dropdown)</p>
Agreement to data terms of use	<ul style="list-style-type: none"> Proposer agrees to allow data storage in WDKBA and use of data to identify and conserve KBAs 	Users not agreeing to these terms of use should contact the KBA Secretariat before proceeding further	Terms_of_use (text; selection from dropdown)

Required information	Purpose	Guidance notes	Data field names and units/format
Date of proposal submission	<ul style="list-style-type: none"> To identify priority where proposed KBA boundaries overlap To ensure timely review 	All required fields are indicated on Sheet 3 of Interim KBA Data Form	Date_proposal_submitted (dd/mm/yyyy)
Purpose of proposal	<ul style="list-style-type: none"> To distinguish between proposals to identify new KBAs and proposals to make changes to existing KBAs (e.g. edit or add required or recommended information) To allow appropriate review and evaluation To allow assessment of which KBA criteria are being assessed To collect information on why data for an existing KBA are being changed 	<p>-All required fields are indicated on Sheet 3 of Interim KBA Data Form</p> <p>-The data entered will automatically be evaluated against <i>all</i> KBA criteria, not just those indicated by the proposer</p> <p>-“Reasons for change” should be used, if necessary, to explain why data for an existing KBA are being edited. This could be because better or more recent data are available, or because new qualifying elements are being added.</p>	Purpose_of_proposal (text; selection from dropdown) Reasons_for_change (text)
Suggested reviewers	<ul style="list-style-type: none"> To allow potential reviewers of this proposal to be identified 	- Two reviewers should be proposed	Suggested_reviewers (text; must include name, affiliation and contact details, preferably an email address)
Name and location of KBA, including latitude and longitude of central point	<ul style="list-style-type: none"> To uniquely identify the proposed or exiting KBA To support WDKBA functionality 	<p>-All required fields are indicated on Sheet 4 of Interim KBA Data Form</p> <p>-The KBA ID is available for existing KBAs and will be assigned to new KBAs on first submission</p> <p>-See notes above on naming sites</p> <p>-Latitude and longitude should indicate the approximate centre of the KBA</p>	KBA_ID (unique alphanumeric code) Site_name_national (text) Site_name_international (text) Country_or_territory (text; selection from dropdown) Latitude (numeric, dd.dddd) Longitude (numeric (dd.dddd)
Description of the site, including a brief narrative summary of why the site is important, a brief description of the site (habitat etc.), management recommendations, delineation rationale (i.e. how	<ul style="list-style-type: none"> To allow appropriate review and evaluation To support WDKBA functionality 	All required fields are indicated on Sheet 4 of Interim KBA Data Form -The free text fields marked * should be written in English and will be displayed in WDKBA as summaries of why the site is important, what the site is like (e.g. habitats, terrain), what	System (text; multiple selection from dropdown) Rationale_for_nomination (text)* Site_description (text)* Conservation_ongoing (text)* Conservation_needed (text)* Delineation_rationale (text)* Boundary_provided (text; selection from dropdown)

Required information	Purpose	Guidance notes	Data field names and units/format
the boundaries of the sites were drawn), and how the site relates to existing protected areas. Also whether the site might qualify as an OECM, and why.		conservation action is currently happening there, and what is needed, and a description of how the site was delineated (e.g. "Follows existing protected area boundary") -See notes above on OECMs	Protected_area_coverage (numeric range; selection from dropdown) Protected_area_boundaries (text; selection from dropdown) OECMs (text)

Table 2. Supporting information required for assessment of sites against each KBA criterion

Required information	KBA criteria	Purpose	Guidance notes	Data field names and units/format
Species-based criteria (A1, B1-B3, D1-D3)				
Species' scientific name(s)	A1, B1-B3, D1-D3	<ul style="list-style-type: none"> To identify which species are being assessed To support WDKBA functionality To assess whether B3a or B3b is applicable 	If the species is already in SIS, all the proposer needs to do is to select it from the appropriate dropdown list. If the species is not yet recorded in SIS, proposers must provide this information to the KBA Secretariat.	Common_name (Enter if this exists - text; selection from dropdown or autofill) Scientific_name (text; selection from dropdown or autofill) Taxonomic_group (text; selection from dropdown or autofill)
Species' global Red List status	A1	<ul style="list-style-type: none"> To identify species eligible under A1 To assess whether species should be assessed against A1a,b or A1c,d To support WDKBA functionality 	Although A1 is the only criterion that requires this information, users are strongly advised to enter this for all species-level criteria (see <i>KBA Guidelines</i> section 2). If the species is	Global_RL_status (text; selection from dropdown or autofill) A1c/d_status (binary variable indicating whether species should be assessed under KBA sub-criteria A1a,b or A1c,d)

			already in SIS, this field will be auto-filled.	
Assessment parameter	A1, B1-B3 (except B3b), D1-D3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 	<p>-For assessing criteria D1-D3, the only valid assessment parameter is “number of mature individuals”</p> <p>-B3b does not require an assessment parameter, as it uses only number of reproductive units</p> <p>-B3c has different assessment parameters to the other criteria</p> <p>-See <i>KBA Guidelines</i> section 3</p>	Assessment_parameter (text; selection from dropdown)
Number of mature individuals	A1, B1, B2, B3a, D1-3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 		<p>Min_global_individuals (numeric, integer)</p> <p>Max_global_individuals (numeric, integer)</p> <p>Best Global (numeric, integer)</p> <p>Source_global_individuals (text)</p> <p>Year_global_individuals (numeric, integer, year)</p> <p>Min_site_individuals (numeric, integer)</p> <p>Max_site_individuals (numeric, integer)</p> <p>Best Site (numeric, integer)</p> <p>Source_site_individuals (text)</p> <p>Year_site_individuals (numeric, integer, year)</p>
Area of occupancy	A1, B1, B2, B3a, D1-3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 	Only one complete set of fields in the categories “Number of mature individuals”, “Area of occupancy”, “Extent of suitable	<p>Min_global_AOO (numeric, float, km²)</p> <p>Max_global_AOO (numeric, float, km²)</p> <p>Best_global_AOO (numeric, float, km²)</p> <p>Source_global_AOO (text)</p> <p>Year_global_AOO (numeric, integer, year)</p> <p>Min_site_AOO (numeric, float, km²)</p>

			habitat”, “Range” and “Number of localities” needs to be completed per species, but	<p>Max_site_AOO (numeric, float, km²) Best_site_AOO (numeric, float, km²) Source_site_AOO (text) Year_site_AOO (numeric, integer, year)</p>
Extent of suitable habitat	A1, B1, B2, B3a, D1-3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 	users are encouraged to complete more if they have sufficient data.	<p>Min_global_ESH (numeric, float, km²) Max_global_ESH (numeric, float, km²) Best_global_ESH (numeric, float, km²) Source_global_ESH (text) Year_global_ESH (numeric, integer, year) Min_site_ESH (numeric, float, km²) Max_site_ESH (numeric, float, km²) Best_site_ESH (numeric, float, km²) Source_site_ESH (text) Year_site_ESH (numeric, integer, year)</p>
Range	A1, B1, B2, B3a, D1-3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 		<p>Min_global_range (numeric, float, km²) Max_global_range (numeric, float, km²) Best_global_range (numeric, float, km²) Source_global_range (text) Year_global_range (numeric, integer, year) Min_site_range (numeric, float, km²) Max_site_range (numeric, float, km²) Best_site_range (numeric, float, km²) Source_site_range (text) Year_site_range (numeric, integer, year)</p>
Number of localities	A1, B1, B2, B3a, D1-3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 		<p>Min_global_localities (numeric, integer) Max_global_localities (numeric, integer) Best_global_localities (numeric, float, km²) Source_global_localities (text) Year_global_localities (numeric, integer, year)</p> <p>[Assumes that KBA = 1 locality; if not, need to add further fields]</p>

Genetic diversity	A1, B1, B2, B3a, D1-3	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 	Guidance is awaited on how this should be measured (see KBA Guidelines section 3.10)	[Awaiting guidance]
Density or relative abundance of mature individuals	B3c	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 	For assessing B3c, data need to be provided on density of mature individuals OR relative abundance of mature individuals. See KBA Guidelines section 3.9	Density_individuals (numeric, float, individuals per km ²) Relative_abundance_individuals (numeric, float)
Species' geographical restriction	B2, B3a,b	<ul style="list-style-type: none"> To determine how global and site-level populations are assessed To support WDKBA functionality To facilitate site review 	-For information on how to identify range-restricted species, ecoregion-restricted species and bioregion-restricted species, see KBA Guidelines section 2.5.1 and 2.6.1. For many taxonomic groups, lists of qualifying species have already been identified and these should be used.	Range_restricted (text; Y/N) Eco/bioregion_restricted (text; Y/N) Name_ecoregion (text, from dropdown) Name_bioregion (text, from dropdown) Source_Eco/bioregion_restricted (text)
Justification that the site population exceeds the minimum number of reproductive units	A1, B1, B3b	<ul style="list-style-type: none"> To support WDKBA functionality To facilitate site review 	See KBA Guidelines section 3.3	Reproductive_units (numeric, integer)

Count type	A1, B1-B3, D1-D3	<ul style="list-style-type: none"> To support WDKBA functionality To facilitate site review 	Set to default value "Regularly held by site" (for use in Criteria A1, B1-B3), unless assessing congregations, recruitment sources or refugia (D1-D3)	Count_type (text; select from dropdown)
Part of most important 5% of occupied habitat	B3c	<ul style="list-style-type: none"> To support WDKBA functionality To facilitate site review 	Guidance is awaited on how this should be measured (see KBA Guidelines section 2.6.2)	Important_5% (text, Y/N) Source_important_5% (text)
One of 10 largest aggregations	D1b	<ul style="list-style-type: none"> To support WDKBA functionality To facilitate site review 	See KBA Guidelines section 2.7.2	Largest_aggregation (text, Y/N) Source_largest_aggregation (text)
Ecosystem-based criteria (A2, B4)				
Threatened or restricted ecosystem types	A2, B4	<ul style="list-style-type: none"> To determine how global and site-level extents are assessed To support WDKBA functionality To facilitate site evaluation 		Ecosystem_name (text; select from dropdown) Ecosystem_RL_status (text; select from dropdown or autofilled) Ecosystem_global_extent (numeric, float, km ²) Source_ecosystem_global_extent (text) Ecosystem_site_minimum_extent (numeric, float, km ²) Ecosystem_site_maximum_extent (numeric, float, km ²) Source_ecosystem_site_extent (text)

Table 3. Supporting information recommended for all KBA proposals

Recommended information	KBA criteria	Purpose	Guidance notes	Data field names and units/format
Additional site information	all	<ul style="list-style-type: none"> To provide end-users with additional informatio 		State_province (text) Site_area (numeric, float, km ²) Min_altitude (numeric, float, meters above sea level) Max_altitude (numeric, float, meters above sea level)

		<ul style="list-style-type: none"> Information about the site To support conservation efforts at the site 		<p>Major_habitat1 (text, from dropdown) Cover_habitat1 (numeric, integer, %) Major_habitat2 (text, from dropdown) Cover_habitat2 (numeric, integer, %) Major_habitat3 (text, from dropdown) Cover_habitat3 (numeric, integer, %) Major_habitat4 (text, from dropdown) Cover_habitat4 (numeric, integer, %) Major_habitat5 (text, from dropdown) Cover_habitat5 (numeric, integer, %) Ecosystem_service_value (text from dropdown)</p> <p>Additional_biodiversity_values (text) Customary_jurisdiction (text) Land_management (text)</p>
Threats	all	<ul style="list-style-type: none"> To provide end-users with additional information about the site To support conservation efforts at the site 	Options exist to assign threats to individual species, or to the whole site. Multiple threats permitted per site or species.	<p>Level_1_threat (text, from dropdown) Level_2_threat (text, from dropdown, options conditional on previous selection) Level_3_threat (text, from dropdown, options conditional on previous selection) Scope (text, from dropdown) Timing (text, from dropdown) Severity (text, from dropdown)</p>
Ecosystem services [forthcoming]	all	<ul style="list-style-type: none"> To provide end-users with additional information about the site To support conservation efforts at the site 	Proposers will be able to record the benefits that the site's biodiversity provides to people by providing a brief overview and selecting as many ecosystem services as apply. Additional detail on nature of importance	<p>Ecosystem_services_overview (text) Ecosystem_services_none (checkbox) Ecosystem_service1 (text, from dropdown) Ecosystem_service1_essential (checkbox) Ecosystem_service1_beneficiaries_within (checkbox) Ecosystem_service1_beneficiaries_adjacent (checkbox) Ecosystem_service1_beneficiaries_distant (checkbox) Ecosystem_service1_highbenefit (checkbox) Ecosystem_service1_detail (text)</p> <p>Etc.</p>

			and beneficiaries can be provided for those services for which the site is particularly important.	
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2.0 Mapping Standards

2.1 Why spatial data are required

All KBAs should have both tabular and spatial data. The tabular data, described above, capture information on why a site is important for the persistence of biodiversity; the spatial data capture information on where the site is. Spatial data are a key component of the KBA process, necessary for assessing sites against the KBA criteria, for analyses such as monitoring protected area coverage and changes in land cover, and for presenting to the world information on where the sites are, so that they can be used to support conservation in as many ways as possible. This document provides an overview of the spatial data KBA stakeholders are required to provide with each proposal, along with relevant formats and standards, with a particular focus on the KBA boundary map. All KBA proposals should include the most accurate depiction of the site's boundaries based on the best available knowledge and data. This is used to generate the maps displayed on the WDKBA. Guidance on how KBAs should be delineated are given in the *KBA Guidelines* (section 7); this document aims to provide technical advice on how to implement this guidance.

2.2 KBA boundaries

The delineation of KBAs is defined by two processes, as explained in the KBA Guidelines. The first process is to produce a map of the local extent of the biodiversity element, or elements, that meet one or more KBA Criteria and for which the site is being proposed. For example, if the site is being proposed as a KBA because it holds an important population of an endangered species (Criterion A1), the first step is to map the distribution of that population within the site. The second step is to refine these 'ecological' boundaries, if necessary, to yield a manageable site (see KBA Guidelines section 7.3). For example, if the population of interest falls within a protected area, it might be desirable to propose the protected area boundary as the KBA boundary. If the population occurs only within one clearly defined habitat such as forest, it might be desirable to delineate the proposed KBA boundary using a map of forest cover, if this yields a manageable unit. If the edge of the population of interest coincides with an obvious feature such as a road, a river or a watershed, it might be desirable to use that as part of the KBA boundary. If the population of interest is known to occur only above a certain altitude on a mountain, contour lines might help to delineate the KBA. Further details on KBA delineation are given in the KBA Guidelines (section 7).

Boundaries for KBAs that capture important freshwater biodiversity, particularly in streams and rivers, can be hard to delineate and map. Species may occur throughout whole catchments, or just in some tributaries. Existing maps of hydro-basins may be useful for delineating KBAs, but hydro-basins mapped at landscape scales contain mostly non-freshwater habitat and so present a poor representation of the trigger species' distributions. Only small-scale units (e.g. HydroBASIN Level 12 basins) should be used for mapping KBAs.

Mapping is the process whereby delineation is formalised in a map of the KBA, in the form of a spatially-referenced polygon.

2.3 Site polygon maps

Some spatial data (e.g. country, latitude and longitude of the site's mid-point) are captured in the tabular data, but the most important spatial component of any KBA proposal is a high-resolution and spatially-referenced polygon, presented in electronic form (ideally as an ESRI shapefile; see below). This should depict the site's boundary in a form that is both accurate (i.e. the polygon is in the right place) and precise (i.e. the edges of the polygon are carefully drawn to capture all the required areas, while minimising areas that do not contribute to the site's importance). The differences between accuracy and precision are illustrated in Fig. 1. Inaccuracy may arise from errors or projection, or where KBA boundaries are based on inaccurate base maps (e.g. an inaccurate protected area boundary). Imprecision may result from inadequate use of base maps while drawing the site, and to mapping being undertaken at too low a spatial resolution (e.g. the zoom level is set too low).

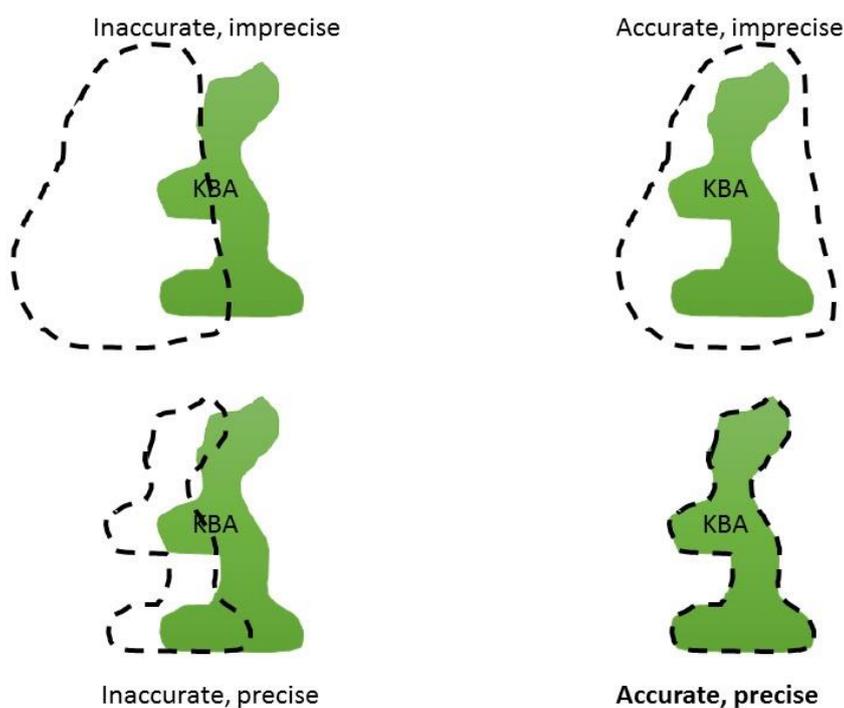


Figure B.1. The concepts of accuracy and precision in drawing the boundaries (shown as dashed lines) of a KBA (shown in green). Proposers should seek to produce boundaries that are both accurate and precise.

2.4 File format

KBA boundaries should be submitted as ESRI shapefiles. A shapefile is composed of at least 4 files, with the following extensions: *.shp, *.dbf, *.shx and *.prj; all of these component files should be submitted. Shapefiles can be created in ArcGis, or in freely-available packages such as QGIS and GRASS.

Users who prefer to map KBAs in Google Earth, or Google My Maps in Google Drive, as .kml files should convert these to shapefiles before submission using free online file converters such as MyGeodata (<https://mygeodata.cloud/converter/kml-to-shp>). Instructions on how to create polygon maps in Google Earth are provided here: <https://www.iucnredlist.org/resources/grid> (note that these instructions are provided for users mapping species distributions, not KBA polygons, but the methods are the same).

In rare cases where a single KBA comprises more than one polygon (see KBA Guidelines section 7.3.4 for information on where this is permissible), a single shapefile containing all polygons should be submitted.

If a proposer is submitting more than one KBA proposal, they should include all KBA polygons in a single shapefile, with each one separated in the attribute table. The attribute table should contain fields that clearly link each polygon to a specific site, using both a unique numeric identifier and the site's international name.

Users who have no access to any form of GIS and who are unable to prepared maps in Google Earth should contact the KBA Secretariat for assistance. Where no other options are available, proposers can submit a scanned copy of a map, provided that there is sufficient information given on latitudes and longitudes to re-create the KBA polygon accurately and precisely in GIS.

2.5 Drawing a KBA polygon

Polygons should be based on the WGS84 geographic coordinate system (Decimal Degrees projection (Latitude, Longitude) and datum WGS84) – called *Geographic Projection–World–WGS84* in ArcGIS 10 and *WGS 84 coordinate Reference (EPSG:4326)* in QGIS. To check the projection of a file in ArcMap go to the file's properties and check the Source tab. If the "Geographic Coordinate System" says <Undefined>, you can use the Define Projection (Data Management) tool. If the "Geographic Coordinate System" is something other than the WGS_1984 projection, you can convert it using the Project tool.

When drawing KBA boundaries in GIS, it is recommended that the zoom level be set to 1:50,000 or higher resolution. It may be helpful to draw a rough outline of the KBA at a lower zoom level and use this to guide the drawing of the final polygon at higher resolution. The use of base layers to guide the drawing of site boundaries is strongly recommended. The recommended base layers for country boundaries, administrative districts and land/sea boundaries can be downloaded free of charge from the GADM 3.6 dataset (<https://gadm.org/data.html>).

Where possible, the boundaries of KBAs should be drawn with reference to the boundaries of protected areas (this does not mean that all KBAs should be protected areas but rather that KBA boundaries should take protected area boundary information into account where relevant or appropriate). Protected area boundaries can be downloaded from: <https://www.protectedplanet.net/>. Since the protected areas mapped here do not always include all those recognised by each country, it is also worth requesting protected area data from the relevant government authority in the country.

Other useful base layers, such as elevation, bathymetry, lakes, rivers and catchment boundaries, can be downloaded from:

<https://www.iucnredlist.org/resources/spatialtoolsanddata>.

It is strongly recommended that maps are overlaid with satellite imagery (e.g. Google Earth, ESRI base maps, Bing imagery), either during or after preparation, to assess the accuracy and precision of their boundaries and to confirm that the boundaries align with the features that they describe under the delineation text on worksheet 4 (row 16 - section 4.4.3). In ArcGIS and QGIS, Bing imagery can be added as a background layer.

Remember that KBA boundaries should not intersect, so it is important to consider the distribution of existing KBAs when drawing a new site boundary. A layer of current KBA boundaries can be requested from <http://www.keybiodiversityareas.org/site/requestgis>.

Particular care should be taken when drawing KBA boundaries at coastal sites or on small islands, since even small mapping errors might result in the inclusion of relatively large areas of ocean in terrestrial sites.

Smoothing a polygon removes sharp angles in the polygon and is used for aesthetic and visual reasons. If this tool is used, please ensure that it does not affect the precision or accuracy of the KBA polygon. Also please consider using “check and repair geometry” features on shapefiles before submitting them as any small breaks will cause problems when importing them into the World Database of KBAs.

The KBA boundary shapefile should be submitted as KBA_[nationalname]_[country]_[version] where ‘national name’ is the same as the name given on the KBA Proposal and Nomination Form (worksheet 4, row 3). KBA element shapefiles should be submitted in the same projection as the KBA boundary shapefile and labelled as: KBAelement_[nationalname]_[name of element]_[country]_[version] - where ‘national name’ is the name given on the KBA Proposal and Nomination Form (worksheet 4

row 3) and where 'name of element' is the name given for the species on worksheet 5 or ecosystem on worksheet 7.

Annex C. Guidance on using the KBA Proposal and Nomination Form

The KBA Proposal and Nomination Form is comprised of 12 worksheets, although three of these are for information only and do not require completion. Worksheet 1 provides some specific guidance on what to expect from the form and what the colours of different cells mean. Proposers must read this before completing the form to be sure they understand what the various colours mean. Worksheets 2 to 4 are where a proposer provides information about the proposal and the site. Worksheet 5 and 6 are used to provide data for each species that might trigger KBA status at the global and site level (Criteria A1, B1-3, D1-3). Worksheet 7 is used to provide data on ecosystems (Criteria A2 and B4) and Criteria C sites. Worksheet 8 is for documenting stakeholder consultation and involvement (see section 8 of the KBA Guidelines). Worksheet 9 is where a standard threat assessment can be made for the species at the site using IUCN threat categories, and timing, scope and severity scores. Worksheet 10 allows changes to be made in the number of B2 and B3 species that should be applied in the automatic calculations. Worksheets 11 and 12 (criteria met at site and biodiversity element) gives the number of biodiversity elements that meet the threshold for each criterion (sheet 11) and which biodiversity element triggers which criterion (sheet 12) (users are not required to enter data on these sheets). Not all worksheets need to be completed for a KBA Proposal; if you answer the questions posed in Worksheet 3, guidance will appear on which subsequent Worksheets you need to complete. Worksheets 2-4 and 8 are required, worksheets 5-7 will be used depending on the criteria applied, worksheet 9 is recommended supporting information (section 4.3.2 above).

Please DO NOT cut/copy and paste cells within the worksheets when filling them in as this will change the formulae that are used to calculate the KBA criteria and will lead to incorrect assessments. Pasting from another file is possible provided that cells are not moved within the proposal form.

Once completed, the KBA Proposal and Nomination Form should be submitted with the following name: KBAproposal_[national name]_[country], where 'national name' is the name of the KBA given on worksheet 4, row 3.

Worksheets 2 & 3 – proposal details

Worksheet 2 is where information about the proposer is given. Most of this information is required (see table 4.3.1 above). Mandatory questions are indicated in **bold** text. If the KBA NCG for the country is making the proposal the name of the individual (chair of KBA NCG) should be given for Name (row 2), and the name of the NCG on the Organisation (row 7). If an External proposer makes a proposal with the KBA NCG then the external proposer should be listed on row 8.

	A	B
1	A. Contact details	
2	Name	
3	Address	
4	Country of residence	
5	Email	
6	Email (please re-enter)	
7	Organisation	
8	Names and affiliations of any co-proposers for this KBA nomination	
9		
10	B. Your interest in KBAs	
11	Do you represent a KBA Partner organisation?	
12	Do you have other affiliations with a KBA Partner organisation?	
13	What is your main country of interest?	
14	Are you a member of this country's KBA National Coordination Group?	
15	What is your second country of interest? (optional)	
16	What is your main taxon or group of interest?	
17	What is your second taxon of interest? (optional)	
18	Are you, or one of the co-proposers, a member of an IUCN Specialist Group? (optional)	
19	Have you or one of your co-proposers, identified or proposed one or more KBAs before? (optional)	
20		
21	C. Data terms of use	
22		
23	I agree to the data in this form being stored in the WDKBA and used for the purposes of KBA identification and conservation	
24		
25	Questions in bold are mandatory; you have not completed data entry for this page....	
26		

Figure C.1. Worksheet 2.

Row 23 is required to meet General Data Protection Regulation (GDPR) requirements to allow the storage of data in the WDKBA. If this is not completed the proposal will be returned.

Worksheet 3 is where the purpose of the proposal and the criteria that have been assessed are recorded. It is also where reviewers of the proposal are proposed together with contact details.

Row 2 of the worksheet is where the state of the proposal is indicated – either a Proposal or a Nomination (once reviewed by the regional focal point and externally)

Row three of worksheet 3 asks for the purpose of the proposal and gives 6 options in a drop down menu:

1. *Propose a new KBA that does not intersect any existing KBAs:* This is for proposals for a completely new KBA which does not overlap with any existing KBAs. It might overlap with protected areas or other sites of importance for biodiversity (see KBA Guidelines section 7.3.2).
2. *Propose a new KBA that intersects one or more existing KBAs:* New KBAs should not intersect or overlap with existing KBAs. Where a proposer wants to propose a site that intersects with an existing KBA they should consult with the original proposer of the KBA and come to an agreement of what should be done. If no agreement can be reached the KBA NCG should be engaged and asked to help agree a way forward (see advice in KBA Guidelines section 7.3 and 8.2). This option should therefore only be selected where agreement cannot be reached after the KBA NCG has been engaged and the proposer is asking the KBA Secretariat and Regional Focal Point to help broker an agreement.
3. *Add new qualifying biodiversity element to an existing KBA:* KBAs will be more robust if several qualifying elements trigger KBA status, as in case one of these is lost the site still qualifies as a KBA. It is likely that as more taxa are assessed a site will need to add additional qualifying elements in which case this option should be selected.

4. *Edit existing qualifying biodiversity element or boundary of an existing KBA:* When better data on a species are obtained (e.g. improved global or site population estimates, changes in population size, range, ESH due to changes in taxonomy, changes in threat status etc.) this option should be selected.

5. *Edit or add non-qualifying data for an existing KBA:* Occasionally it may be desirable to add data on other species at a site, such as species that nearly meet the KBA criteria and may do so in future if there is a decline in numbers, range, ESH etc. This option can be selected for this purpose.

6. *Other:* If this option is selected a warning message comes up asking the proposer to contact the KBA Secretariat (Regional Focal Point) – **“Please seek advice from the KBA Secretariat - this may not be the correct form to use”**

	A	B	C	D	E	F	G
1	Date of proposal or nomination:					Please add date of proposal (dd/mm/yyyy)	
2	Is this a proposal or a nomination?:					Please select one option from dropdown	
3	Please indicate the purpose of this proposal or nomination:					Please select one option from dropdown	
4					Propose a new KBA that does not intersect any existing KBAs Propose a new KBA that intersects one or more existing KBAs Add new qualifying biodiversity element to an existing KBA Edit existing qualifying biodiversity element or boundary of an existing KBA Edit or add non-qualifying data for an existing KBA Other		
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24							
25	Reviewer: Please provide names and contacts of expert reviewers who can comment on your proposal				Please complete		
26							
27							
28							
29							
30							
31							
32							
33							
34							

Figure C.2. Worksheet 3.

As each of these six options are selected additional options become available on lines 5-7. Options 1-4 will give a list of the five overarching criteria (A-E) with the request to identify which were assessed. Note that if some of these are NOT selected then options for their use will not appear on other worksheets.

If option 3, 4 or 5 is selected an additional question appears on row 5 asking for the KBA identification number for the existing KBA. This can be obtained from the attribute table of the KBA shapefiles provided on the WDKBA under the heading of **SitRecID** (request at: <http://www.keybiodiversityareas.org/site/requestgis>).

If option 4 is selected an additional question appears on row 6 asking for why there is a need to edit existing qualifying data. A set of options are provided:

- a. Genuine change in status of qualifying species – use for cases where taxonomy of a species may have changed; threat status may have changed etc.
- b. Better population data on qualifying species – use where better population estimates have been obtained
- c. Better understanding of species distribution – use where better range, ESH or AOO data have been obtained
- d. Other – Use when none of the above apply.

Please provide details to the right of the selected option under the ‘Notes’ heading to give more detail about the selection – this is particularly important for selection *a* and *d*.

At least two reviewers should be listed who can act as external reviewers for your KBA proposal. These should be people who have not been involved in the proposal and will know about the taxa proposed or the site (see section 3.4 above).

Worksheet 4 – site details

This worksheet is where details about the site, the site description and location are given. Examples for sites identified as IBAs can be found at <http://datazone.birdlife.org/site/search> which provide the type of information we would also like to capture for KBAs so that the site is well documented on the WDKBA. Green cells on this worksheet (like all the others) have fixed dropdown menus to select from while the other cells allow for free text to be entered.

	A	B	C	D	E	F	G	H	I	
1	Site information									
2	Questions in bold are required fields									
3	Unique KBA ID number (if available)						if adding or editing data to an existing KBA, or re-submitting a previous proposal, please give			
4	Site name (national)									
5	Site name (international)									
6	Country/territory (select more than one if a transboundary site)									
7	State/province									
8	Site area (sq km)									
9	Latitude of mid point (dd.dddd)									
10	Longitude of mid point (dd.dddd)									
11	Lowest altitude (m asl)									
12	Highest altitude (m asl)									
13	System (select multiple if applicable, in order of decreasing area)									
14	Rationale for site nomination						why do you think this site should be recognised as a KBA? (please give details here; you can u			
15	Site description						please give a brief description of the site and its biodiversity? (please give a concise summary			
16	Conservation actions ongoing (select multiple if applicable)									
17	Conservation actions needed (select multiple if applicable)									
18	Delineation rationale						how did you decide where to draw the boundaries? (please give details here; you can use a se			
19	Are you attaching a boundary file with this application?									
20	How much of the site is covered by protected areas?									
21	Relationship with protected area boundaries									
22	Major habitats BY AREA at site (select up to 4 if applicable)									
23	% cover of each major habitat									
24	Additional biodiversity values at site						please see "Guidance on the Process of Proposing, Reviewing, Nominating and Confirming K			
25	Customary jurisdiction at site						please see "Guidance on the Process of Proposing, Reviewing, Nominating and Confirming K			
26	Land-use regimes at site						please see "Guidance on the Process of Proposing, Reviewing, Nominating and Confirming K			
27	OECMs present at site						please see "Guidance on the Process of Proposing, Reviewing, Nominating and Confirming K			
28										
29										
30										

Figure C.3. Worksheet 4.

The selections from the pull down menus are fairly intuitive. The habitats that can be selected on row 22 come from the standard IUCN classification scheme for habitats (<https://www.iucnredlist.org/resources/classification-schemes>). Where percentage of cover of habitat (row 23) is selected the cover should respond to the habitat selected in the cell

immediately above on row 22. The total percentage across all habitat types should equal around 100% given that the options include ranges (e.g. 51-60%).

The detailed site text should be put in rows 14, 15 and 18:

Row 14. *Rationale for site nomination*: Explain why the site is important for the global persistence of biodiversity

Row 15. *Site description*: Give a summary about the site, its main habitats, geographic features, history, names of key areas within the site (such as protected areas, lakes, rivers etc.). This is also the place to put in species that may be of conservation concern but which do not trigger KBA status at the site. If the site is an existing protected area or if it overlaps one or more protected areas, give the names of the sites here.

Row 16. *Conservation ongoing*: Here select the activities being applied at the site in general.

Row 17. *Conservation needed*: Here select the additional conservation actions needed at the site

Row 18. *Delineation rationale*: A description of the factors that were used to determine where the boundary of the KBA was located should be given here. Row 21 gives options to indicate if the delineation is within, overlaps, identical to or outside protected areas but more details can be given in the text of row 18. Note if the boundary follows specific features such as roads, rivers, ridges because this can be used to check the shapefiles of the site with Google Earth imagery.

Rows 22-27 request more specific information about major habitats, additional biodiversity occurring at the site, customary jurisdiction, land management regime and is the site recognised as an OECM (Other Effective Area-based Conservation Measures – sites that are not protected areas but which are managed for a conservation purpose). The text for this section does not need to be as extensive as in rows 14,15 and 18 in the KBA Proposal and Nomination Form on this worksheet.

Worksheet 5 – global population details

Worksheet 5 is where data on the global population estimates are provided for each species that could trigger KBA status. Species are entered separately on each row.

The species common name (if one exists) and the scientific name (binomial) should be provided for each species separately on each row from row 5 downwards. If a species is being assessed using more than one assessment parameter (e.g. range and ESH) then a separate row should be used for each assessment parameter for the same species and its name repeated on each row. Use the taxonomy on the IUCN Red List if the species has been assessed and if not use the taxonomy that is adopted by the IUCN SSC group for that taxon (see *KBA Guidelines* section 2.2.1).

In Column C the taxonomic group should be selected from the pull down menu. If the option you require is not there, select ‘Other’ and on the far right put the taxonomic group you are assessing under Notes.

In Column D and E users should enter IUCN Red List category and whether the species should be assessed under KBA subcriteria A1c or A1d (the species is ONLY classified as CR/EN or VU under IUCN Red List Criteria A1, A2 and/or A4 – see *KBA Guidelines* section 2.3.2). If a species has not been assessed under the IUCN Red List, then ‘Not assessed’ should be selected in Column D. The user cannot make their own assessments here before they are accepted by the relevant IUCN Red List Authority.

The screenshot shows a spreadsheet titled 'Worksheet 5' with columns A through M. Row 1 contains detailed instructions for each column. Row 2 is the header for the data entry table. The table has 32 rows (rows 2-33) and 14 columns (A-L). The columns are: A: Species' common name, B: Scientific name, C: Taxonomic group, D: Global Red List category, E: Assesses against A1c/A1d?, F: Assessment parameter, G: Min (global), H: Best (global), I: Max (global), J: Source, K: Range-restricted?, L: Eco/biogeographic-restricted?, and M: Name of eco/biogeographic region. The table is currently empty, with 'No' entered in the 'Assesses against A1c/A1d?' and 'Range-restricted?' columns for all rows.

Figure C.4. Worksheet 5.

Under column F the assessment parameter (*KBA Guidelines* section 3.1) that is being used should be selected from the dropdown menu.

In Columns G and I the minimum and maximum value of the global population estimate of the assessment parameter should be entered, and the best estimate should be entered in column H. The best estimate is usually the estimated mean/median population size or may be an area calculation when using area-based assessment parameters. If only max and min estimates are known then the best estimate is the mid-point between these. The source of these estimates should be given under column J. This may be a scientific paper, report, database, or IUCN Red List account. If the proposer has made these estimates themselves, they should provide a short summary of what they did to make the estimate and give the name and contact details if the data came from someone other than the main proposer.

Under Column K the species should be identified whether it qualifies as being restricted-range as defined for Criteria B2 in the *KBA Standard* (Range size is in the lowest 25% quartile of a ranking of the species ranges for that taxonomic group and between 10,000-50,000 km² – see page 14 of the *KBA Standard* - if a taxon has been fully assessed on the IUCN Red List). Lists of Restricted range species will be provided on the WDKBA for taxa that have been completely assessed on the IUCN Red List (*KBA Guidelines* section 2.5).

Similarly, under Column L and M a species should be identified if it qualifies for ecoregion or bioregion restriction as defined under Criterion B3 (see section 2.6 of the *KBA Guidelines*). Lists of ecoregion and bioregion restricted species will be made available on the WDKBA for all taxonomic groups that have been assessed comprehensively on the IUCN Red List. If a species does qualify for ecoregion/bioregion restricted status then the name of the ecoregion or bioregion should be given in column M.

Worksheet 6 – site population details

Worksheet 6 is very similar to worksheet 5 but here the numbers relevant to the proposed KBA should be provided. Yellow columns A, B and D will be automatically populated from worksheet 5 and should not be edited.

Where a criterion requires the documentation of the minimum number of reproductive units (Criteria A1 & B1 but also recommended for B2, B3 and D 1-3 in the *KBA Guidelines*) the number of estimated reproductive units should be given in column C. Worksheets 11 and 12 that calculates whether the KBA criteria are met will not produce a result if there is no number in this column. Often the exact number of reproductive units is unknown but it can be inferred that at least the minimum number required will be present. In this case put in the minimum required and justify this in the text given in the Source of the data (column I).

Columns E, F and G are similar to the columns G, H and I on worksheet 5 but the site values for the assessment parameter should be entered here. In Column H the type of measurement used should be selected, and in column I the source reference (scientific publication, report, database or IUCN Red List account) given together with a justification for the number of reproductive units (column C) together with the year of the assessment in column J.

If assessing species against B3c then the species for which the proposed site forms part of the globally most important 5% of occupied habitat should be recorded in column K by changing the default “No” in column to “Yes”. Note that if “Yes” is selected, it is necessary to select the appropriate count type in column O (which will turn green if “Yes” is selected). The source to justify this designation must be given in column P.

Figure C.5. Worksheet 6.

Column L must be completed if applying the criteria to breeding/non-breeding populations (under Criteria A1 and B1, B2 or B3) or to aggregations, (criterion D1), refugia (criterion D2) or recruitment sources (criterion D3). The default is ‘Regularly held by site’ which means that the occurrence of a species is normally or typically found at the site during one or more stages of its life cycle. ‘Predictably held by site during one or more life cycle stages’ applies to criterion D1 and should be selected for species that meet this criterion. ‘Supported by site as a refugium’ should be selected if applying criterion D2 and ‘Produced by site as a recruitment source’ if applying criterion D3.

Column M and N should be completed if applying criterion D1b, selecting this cell if a species meets the criteria if the site ranks as one of the largest 10 aggregations in column M and the source of this information provided (paper, report, database etc.) in column N.

Notes to help explain any of the data on a species can be given in column Q. Please make it clear which data you are referring to by using column letters.

Worksheet 7 – ecosystem and intact ecological communities

Worksheet 7 is used if a site is being assessed against Criteria A2, B4 or C. If assessing ecosystems against criteria A2 and B4 the details are entered on row 5 and below. The name of the ecosystem, its Red List status if assessed, global extent (global area of the ecosystem in km²), site extent (as a minimum and maximum in km²) and the source of the data given for both the global and site extents.

	A	B	C	D	E	F	G
1	There is no need to complete this sheet unless you are assessing your site against KBA Criteria A2, B4, C or E						
2	A2/B4: Threatened or restricted ecosystem types						
3							
4	Name of ecosystem type	RL category	Global extent	Extent at site (Min)	Extent at site (Max)	Source of data	
5							
6							
7							
8							
9							
10	C: Ecological integrity						
11							
12	Please provide evidence of low human impact						
13							
14							
15							
16	Please provide evidence of intact ecological communities						
17							
18							
19							
20	Name of ecoregion						
21							
22	No. of other Criterion C KBAs in ecoregion						
23							
24							
25	E: Irreplaceability	not yet parameterised...					
26							
27							

Figure C.6. Worksheet 7.

Under Criterion C one or two of the most intact ecological communities within an ecoregion, comprising the composition and abundance of native species and their interactions can be proposed as KBAs. Justification for low human impact on the site as well as the intactness of the ecological communities must be provided (see KBA Guidelines section 5). The name of the ecoregion being assessed, as well as the name of any other sites that have been identified as criterion C sites in the same ecoregion must be given.

Guidelines for applying Criterion E (Irreplaceability) have not yet been developed and this section of the form will be designed when that has been completed (or more likely incorporated in the WDKBA to allow online submission of Criterion E proposals).

Worksheet 8 - Consultation

The *KBA Standard* and *KBA Guidelines* are clear that adequate consultation should take place when identifying KBAs. Section 8 of the *KBA Guidelines* gives detail on what is expected. On worksheet 8 proposers must document both consultations made about the species/ecosystems that were assessed, and where these have happened, consultations made with government, local communities, other NGOs etc.

Where consultations have been made with several taxonomic experts their names and contact details (e-mail preferably) together with the taxon or species they worked on should be given in the left hand box of the form. This is to allow follow up by the KBA Secretariat if necessary.

In the right hand box the proposer should list the main organisations that were involved in the KBA assessment including in the delineation of the site. Contact details of individuals in the main organisations should also be provided.

In both cases the proposer must ask the experts and individuals from the organisations if they are willing to have their e-mail contacts shared before adding them to the form.

The screenshot shows a spreadsheet grid with columns A through Q and rows 1 through 17. Row 1 contains the instruction: "Please describe the process of consultation and list the stakeholders consulted (use a separate Word file if preferred)". Row 2 is divided into two sections: "Academic, scientific and expert consultation:" on the left and "Consultation with other stakeholders (government, NGOs, local people etc):" on the right. Rows 3 through 15 contain two large, empty rectangular boxes corresponding to these two sections, intended for text input.

Figure C.7. Worksheet 8.

Worksheet 9 – Threats to the site

This worksheet captures information about threats to species (rows 8-134), ecosystems for criteria A2 and B4 sites (rows 142-148) and ecoregion for criterion C sites (rows 153-160).

Standard IUCN Threat categories are used with each level nested within the level above (<https://www.iucnredlist.org/resources/threat-classification-scheme>). Therefore, if for example threat 5 (Biological Resource use) is selected at threat level 1, then under threat level 2 options must be selected from 5.1-5.4 and under threat level 3 the options must be within the number range for threat level 2. For example if 5.2 is selected (Gathering terrestrial plants) then only options 5.2.1-5.2.4 can be selected at the third level.

Threats can be assessed for each species separately but where they apply to all species this can be selected as an option under column A.

The screenshot shows a spreadsheet grid with columns A through G and rows 1 through 34. Row 1 contains the instruction: "Threats to trigger biodiversity elements at site and conservation actions, both in place and needed". Row 2 has a "Site name:" label with a yellow highlighted input box. Row 3 has instructions for species threats. Row 4 has instructions for ecosystem threats. Row 5 has instructions for ecological integrity threats. Row 6 is empty. Row 7 is the header for a table with columns: "Species", "Level 1 threat", "Level 2 threat", "Level 3 threat", "Timing", "Scope", and "Severity". Rows 8 through 34 are the data rows for this table, with a light green background.

Figure C.8. Worksheet 9.

The timing, scope and severity of the selected threats should also be recorded. This classification follows BirdLife International's threat classification scheme (<http://datazone.birdlife.org/species/spcthreat>). All these fields are filled by selecting options from dropdown menus.

Worksheet 10 – Threshold levels for B2 and B3

Under Criteria B2 (Section 2.5 KBA Guidelines) and B3a and B3b (Section 2.6 KBA Guidelines) there are different thresholds for the number of species that need to meet the criteria at a site depending on the size of the taxonomic group assessed. For B2 it is ≥ 2 species or 0.02% of the global number of species in a taxonomic group. A taxonomic group with 10,000 species would therefore have to have 2 restricted-range species present. However, a taxonomic group with 15,000 species would require 3 species to be present at a site to meet the B2 criterion. For mammals, birds, amphibians and reptiles the number of co-occurring restricted range species is 2 because numbers of species in those taxonomic groups are all fewer than 15,000 (round down if 0.02% is less than 3). Some taxonomic groups are much larger and in this case the number of co-occurring species need to be adjusted on this sheet. For example, if all flowering plants are assessed then this number would be adjusted to 59 species (Christenhusz & Byng, 2016). It is more likely though that plant families will be assessed in which case 0.02% of the number of species in the family should be used here.

The ability to edit the threshold applies to B3a (≥ 5 species or 10% of the ecoregion-restricted species) and B3b (≥ 5 species or 30% of the bioregion-restricted species known from the country). The minimum number required for B2, B3a and B3b is set as the default on this worksheet but the proposer is able to adjust it to higher values (only) if assessing a taxonomic group with 15,000 or more species for B2, 60 or more species restricted to that particular ecoregion for B3a, or 20 or more species restricted to that bioregion known from the country for B3b.

Worksheet 11 – Criteria met

Worksheet 11 presents the results of internal analyses of the data entered and shows the number of KBA elements that meet each of the criteria. Three calculations are given:

1. The minimum estimate for the site is compared with the maximum estimate for the global population. This measure is the most exclusive and will identify where a site meets the criteria with the lowest estimates for the KBA trigger element.
2. The best estimate for the site is compared with the best estimate for the global population.
3. The maximum estimate for the site is compared with the minimum estimate for the global population. This measure is the most inclusive and will identify the site as a KBA more readily.

If a KBA element triggers KBA status for the third calculation but not the first it means that the trigger element is a borderline KBA trigger and needs to be monitored carefully over time.

For inclusion in the WDKBA the second calculation (best or midpoint) will be used for both the global and site estimate to assess whether a KBA element triggers KBA status. If estimates are only available for the maximum and minimum values, then the mid-point will be calculated to apply the second calculation. Guidance is given on why criteria are not shown as being met if users think that the data qualify the site.

	A	B	C	D	E	F	G	H	I	J	K
1	Note: the fields in this sheet are calculated automatically from the data you have entered - you cannot edit them yourself. If you think the site should qualify based on the data you have entered but these tables do not show that the criteria have been met, it is likely that you have not filled in all the required fields. Some help is given in blue text below.										
2		These columns show the KBA criteria met if the <u>minimum</u> site estimate is compared to the <u>maximum</u> global estimate - it is therefore the most <u>exclusive</u> assessment			These columns show the KBA criteria met if the <u>best</u> site estimate is compared to the <u>best</u> global estimate - it is therefore the most <u>reliable</u> assessment			These columns show the KBA criteria met if the <u>maximum</u> site estimate is compared to the <u>minimum</u> global estimate - it is therefore the most <u>inclusive</u> assessment; note that sites may not qualify as KBAs if they only trigger criteria in this column			
3											
4	KBA criteria	Criteria met	No. trigger species	No. taxonomic groups qualifying	Criteria met	No. trigger species	No. taxonomic groups qualifying	Criteria met	No. trigger species	No. taxonomic groups qualifying	
5	A1a	No	0	n/a	No	0	n/a	No	0	n/a	
6	A1b	No	0	n/a	No	0	n/a	No	0	n/a	
7	A1c	No	0	n/a	No	0	n/a	No	0	n/a	
8	A1d	No	0	n/a	No	0	n/a	No	0	n/a	
9	A1e	No	0	n/a	No	0	n/a	No	0	n/a	
10	A2a	No	n/a	n/a	No	n/a	n/a	No	n/a	n/a	
11	A2b	No	n/a	n/a	No	n/a	n/a	No	n/a	n/a	
12	B1	No	0	n/a	No	0	n/a	No	0	n/a	
13	B2	No	0	0	No	0	0	No	0	0	
14	B3a	No	0	0	No	0	0	No	0	0	
15	B3b	No	0	0	No	0	0	No	0	0	
16	B3c	No	0	0	No	0	0	No	0	0	
17	B4	No	n/a	n/a	No	n/a	n/a	No	n/a	n/a	
18	C	No	n/a	n/a	No	n/a	n/a	No	n/a	n/a	
19	D1a	No	0	n/a	No	0	n/a	No	0	n/a	
20	D1b	No	0	n/a	No	0	n/a	No	0	n/a	
21	D2	No	0	n/a	No	0	n/a	No	0	n/a	
22	D3	No	0	n/a	No	0	n/a	No	0	n/a	
23	E	not currently assessed									
24											
25											

Figure C.11. Summary of criteria met - worksheet 11

Worksheet 12 – Biodiversity elements meeting criteria

Worksheet 12 calculates which biodiversity elements in the lists provided on sheets 5, and 7 meet the KBA criteria thresholds. Again this sheet is not editable but provides summary information that is useful about which biodiversity elements are those that trigger KBA status.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR				
1	This sheet shows which species qualify under each of the species-level KBA criteria (A1, B1, B2, B3, D1) - species appearing to qualify have a value of 1, those appearing not to qualify a value of 0. Note that for criteria B2 and B3, a single qualifying species is not sufficient to trigger the criterion. Note: the fields in this sheet are calculated automatically from the data you have entered - you cannot edit them yourself. If you think a species should qualify on the data you have entered but these tables do not show that the criteria have been met, it is likely that you have not filled in all the required fields. Please see help notes on Sheet 11. Totals are given at the top of the table																																															
2																																																
3																																																
4		These columns show the KBA criteria met if the <u>minimum</u> site estimate is compared to the <u>maximum</u> global estimate - it is therefore the most <u>exclusive</u> assessment										These columns show the KBA criteria met if the <u>best</u> site estimate is compared to the <u>best</u> global estimate - it is therefore the most <u>reliable</u> assessment										These columns show the KBA criteria met if the <u>maximum</u> site estimate is compared to the <u>minimum</u> global estimate - it is therefore the most <u>inclusive</u> assessment; note that sites may not qualify as KBAs if they only trigger criteria in this column																										
5																																																
6																																																
7	Species	A1a	A1b	A1c	A1d	A1e	B1	B2	B3a	B3b	B3c	D1a	D1b	D2	D3	A1a	A1b	A1c	A1d	A1e	B1	B2	B3a	B3b	B3c	D1a	D1b	D2	D3	A1a	A1b	A1c	A1d	A1e	B1	B2	B3a	B3b	B3c	D1a	D1b	D2	D3					
8	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
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Figure C.12. Summary of biodiversity elements that meet KBA thresholds - worksheet 12

Worksheet 13 – Reviewer comments

A guidance worksheet is also provided for reviewers to make their comments on the proposal with six specific questions that they need to consider. If they want to add additional information this can be supplied below the six questions. Space is also given for the Proposer to give their responses to the reviews.