

## Draft Documentation Standards for Proposed KBAs

KBA identification requires the confirmed presence of one or more biodiversity elements at the site that both trigger at least one KBA criteria and meet the corresponding required thresholds. These data must be traceable to a reliable source and sufficiently recent (and updated) to give confidence that the biodiversity elements are still present.

This document outlines a range of supporting information that is either:

- Required for each site proposed as KBA before it can be confirmed, or
- Recommended for each site

This information (both the required and the recommended) supports and justifies the identification of a site as a KBA and allows basic analysis of KBAs across taxonomic groups, ecosystem types and countries. It also helps users to search and find information easily on the website.

The following content on Required and Recommended information is drawn from documents developed during the [consultation](#) on the development of [A Global Standard for the Identification of Key Biodiversity Areas](#). It will be reviewed and finalised by the KBA Committee in due course, likely during 2017.

### 6.1 Required information

A minimum set of information is required for each KBA to enable peer review of the data and a basic presentation of each site on the KBA website. Some of the documentation for each KBA is required under all circumstances (Table 3), some can be generated automatically, and some is only needed under specific circumstances (Table 4). Data will be clearly attributed to the organisation(s) or individual(s) that provided them as part of the KBA nomination process.

Every effort has or will be made to minimise, simplify and automate the required documentation for KBAs, to reduce the time burden on proposers, in particular through the provision of authority files and classification schemes directly from IUCN Red List of Threatened Species, the IUCN Red List of Ecosystems, and the World Database on Protected Areas (WDPA), through drop-down menus. The onus is on the proposer to provide supporting information; any KBA nomination that does not include all of the information listed in the following table will be returned to the proposers for completion before the nomination can be progressed.

**Table 3: Required information for all KBA nominations submitted (in all circumstances).**

Required information	Description	Type	Purpose
KBA Name (National and International)	Unique name for the site, in a national language and in English, if it exists	Text	<ul style="list-style-type: none"><li>• To identify which site is nominated</li><li>• To support website functionality</li></ul>

Geopolitical unit	Country, territory, high seas or other geopolitical unit where KBA is located	Drop-down menu (allows multiple selections for transboundary sites)	<ul style="list-style-type: none"> <li>• To support website functionality (in particular country search)</li> <li>• For basic analysis</li> </ul>
System	Coding of the site as terrestrial, marine, freshwater, subterranean	Drop-down menu (allows multiple selections for sites spanning systems)	<ul style="list-style-type: none"> <li>• To support website functionality</li> <li>• For basic analysis</li> </ul>

Required information	Description	Type	Purpose
KBA criteria met	Coding of KBA criteria for which the site is documented to meet thresholds	Drop-down menu	<ul style="list-style-type: none"> <li>• To identify for which type of biodiversity the site is important</li> <li>• To support website functionality</li> <li>• For basic analysis</li> </ul>
“Trigger” biodiversity elements	Taxa (including scientific name and higher taxonomic details), ecosystem types, and biological processes for which the site is considered to qualify as a KBA and which KBA criteria and thresholds they meet	Drop-down menu (Criterion A from Red Lists, Criterion B4 from Red List of Ecosystems, Criterion C from Ecoregions); Text (other criteria)	<ul style="list-style-type: none"> <li>• To identify for which species/ecosystem a site is important</li> <li>• To support website functionality</li> <li>• For basic analysis</li> </ul>
Parameter value(s) for criteria met	Documentation of how the relevant parameters for each criterion meet the relevant thresholds, description of inference made when assessing whether thresholds were met (i.e. proxy used)	Numeric; Text	<ul style="list-style-type: none"> <li>• To identify for which type of biodiversity the site is important</li> <li>• To support website functionality</li> <li>• For basic analysis</li> </ul>
Date	Year in which parameter value(s) measured/estimated	Numeric (year)	<ul style="list-style-type: none"> <li>• To identify for which type of biodiversity the site is important</li> <li>• For basic analysis</li> </ul>
Uncertainty in parameter values	Estimated probability that the parameter values used are accurate	Drop-down menu (using fuzzy number logic, as does SIS for the Red List)	<ul style="list-style-type: none"> <li>• To identify for which type of biodiversity the site is important</li> <li>• For basic analysis</li> </ul>
KBA criteria not assessed	Coding of KBA criteria not assessed for the site; Brief explanation of which taxa have not been evaluated and why	Drop-down menu; Text	To highlight which biodiversity elements might not yet have been considered in KBA identification
Rationale for the KBA nomination	Brief explanation of the reasons why a site is triggering the KBA criteria and thresholds and of the potential inferences or uncertainties that relate to data.	Text	To justify the nomination of the site and the criteria selected

Bibliography	References (cited in full) and data sources used	Text in bibliographic format	To underpin the nomination and provide all source of data and information used to support the site nomination
Stakeholder engagement	Brief description of stakeholder engagement in KBA nomination	Text	To ensure involvement of local relevant stakeholders in the identification and site delineation process
Delineation status	Status of stakeholder consultation	Drop-down menu (Draft, Refined, Confirmed)	To ensure involvement of local relevant stakeholders in the identification and site delineation process
Delineation precision	Coding of precision in the delineation (low, medium, high)	Drop-down menu (<100m, 100 – 1,000m, >1,000m)	To allow spatial analysis

Required information	Description	Type	Purpose
Delineation rationale	Brief explanation of proposed delineation of KBA boundary; if relevant, justification for the boundary with respect to the boundary of existing sites	Text	To justify the boundaries used
Geo-referenced polygon of the site boundaries	GIS data layer traceable to source indicating the proposed delineation for the site and the spatial projection used. Polygons should include a unique identifier for linking spatial data to supporting tables	GIS	<ul style="list-style-type: none"> <li>To allow visualization on the website (and spatial queries)</li> <li>For spatial and basic analysis</li> </ul>
Proposer(s)	Names and contact details of the individuals who nominate the KBA	Text	<ul style="list-style-type: none"> <li>To acknowledge those involved in the nomination</li> <li>To allow to contact Proposer(s) easily in the case of the site being questioned or assessed for other taxonomic groups (contact details will not be published on the website)</li> </ul>

The following data can be generated automatically:

Required information	Description	Type	Purpose
Reviewers	Names and contact details of the individuals that participate in internal and external review of the data	Text	<ul style="list-style-type: none"> <li>To demonstrate that the appropriate review process has been undertaken</li> <li>To allow to contact Reviewer(s) in cases where details of the site are challenged (contact details will not be published on the website)</li> </ul>

Year of Assessment	Year that the site was identified and documented as a KBA	Numeric (year)	To ensure the site identification is not out-of-date
KBA size	Areal extent of the KBA in km <sup>2</sup>	Numeric (km <sup>2</sup> )	To allow spatial analysis
Central coordinates	Central coordinates of the KBA in decimal degrees	Numeric (decimal degrees)	To allow spatial analysis
Protection status	Overlap of the nominated KBA with one or several protected area(s) in the WDPA	Numeric (%) (with option to indicate variation if WDPA is incomplete/out of date)	Useful for providing indication of the legal status of protection of the site
Protected Area(s) name(s)	Name and site ID from the World Database on Protected Areas that overlap with the nominated KBA	Drop-down menu (from WDPA; allows multiple selections; with option to indicate variation if WDPA is incomplete/out of date)	Useful for providing indication of the legal status of protection of the site

**Table 4: Required information for all KBA nominations submitted (under specific circumstances).** This list of information is essential for KBA nominations that meet the conditions outlined below.

Required information	Specific conditions	Description	Type	Purpose
KBA nomination history	If the KBA nominated is equivalent to or is overlapping with an existing KBA	Designation of the site as an existing KBA (e.g., IBA, AZE, IPA)	Drop-down menu + Text	<ul style="list-style-type: none"> <li>To ensure continuity of information</li> <li>To distinguish between overlapping elements</li> <li>For basic analysis</li> </ul>
Information on the reason for change in the KBA listing	For sites being updated	Coding justifying the changes of criteria used to classify a site as KBA or the delisting of a site		<ul style="list-style-type: none"> <li>To distinguish between changes related to the biodiversity occurring at the site or changes related to the site itself</li> </ul>

## 6.2 Recommended information

Compiling a set of additional information about each nominated KBA will support management of the biodiversity elements triggering the criteria; site-scale monitoring; national conservation planning and priority-setting; and global and regional analyses of KBA status. It is recommended that the additional information in Table 5 be compiled for each KBA during the nomination process.

**Table 5: Recommended information for all KBA nominations submitted.**

Recommended information	Description	Type	Purpose
Site description	Concise description of the site for a general audience	Text	To provide a brief overview for website
Major Threats	Coding and description of major threats at the site, using IUCN Threat Classification Scheme	Drop-down menu + Text	<ul style="list-style-type: none"> <li>To provide information for further prioritization of sites</li> <li>To support website functionality</li> </ul>

			<ul style="list-style-type: none"> <li>• For basic analysis</li> </ul>
Conservation actions in place	Coding and description of conservation actions in-place, using IUCN Conservation Actions Classification Scheme	Drop-down menu + Text	<ul style="list-style-type: none"> <li>• To provide information for further prioritization of sites</li> <li>• Useful for providing high-level indications of the most important actions in place</li> <li>• For basic analysis</li> </ul>
Conservation actions needed	Coding and description of conservation actions needed at site, using IUCN Conservation Actions Classification Scheme; description of management options for the site	Drop-down menu + Text	<ul style="list-style-type: none"> <li>• To guide decisions on conservation actions</li> <li>• To provide information for further prioritization of sites</li> <li>• Useful for providing high-level indications of the most important actions in place</li> <li>• For basic analysis</li> </ul>
Ecosystem service values	Coding and description of ecosystem services provided by the site, if known	Drop-down menu + Text	Useful for providing information on the additional importance of the site

<b>Recommended information</b>	<b>Description</b>	<b>Type</b>	<b>Purpose</b>
Cultural values	Description of cultural values provided by the site, including degree of dependence of local communities for livelihood	Drop-down menu + Text	Useful for providing information on the additional importance of the site
Additional biodiversity values	Description of other biodiversity elements for which the site is likely important but data do not allow application of KBA criteria	Text	Useful for providing information on the additional importance of the site
Habitat	Description and coding of major habitats encountered in the site, using the IUCN Habitat Classification Scheme	Drop-down menu + Text	To support the nomination with contextual information
Habitat Cover	% of the KBA containing each type of habitat	Numeric (percentage)	To support the nomination with contextual information
Altitudinal range	Maximum and minimum altitude occurring at the site	Numeric	To allow spatial analysis
Administrative region	Occurrence of site in major sub-national divisions, (e.g. State or Province)	Drop-down menu + Text	Useful for searching by sub-national division
Customary jurisdiction	Occurrence of site in customary jurisdictions, if applicable	Text	To support the delineation with contextual information
Land-use regimes	Description of land uses at the site	Text	To support the delineation with contextual information
Supporting spatial data	Key data layers that support management of the trigger species at the site, i.e. spatial data on individual biodiversity elements triggering the criteria	GIS	<ul style="list-style-type: none"> <li>To support the delineation with contextual information</li> <li>To guide decisions on conservation actions</li> <li>To provide information for further prioritization of sites</li> </ul>
Information gaps	Description of key information gaps at the site	Text	To highlight the biodiversity elements that might also be important in the site but could not be assessed