

KBA Excel proposal form upload instructions

The Excel upload form often requires multiple files to be provided to the KBA Secretariat. To ease tracking, please use the following file structure and naming conventions.

Structure

Provide all files in a single .zip or .7z file with the following content:

1. The Excel proposal form.
2. New or updated GIS boundaries for new or updated KBAs.
3. A folder with any additional files you wish to supply, including GIS files for KBA trigger elements if they exist.

To avoid errors, please send the entire proposal package to the Secretariat every time an update is provided. E.g., if the KBA Secretariat sends an excel form back with feedback, return the entire submission package back, not just the Excel form. This will ensure that the KBA Secretary will not make misplacement errors by matching newly supplied files to old submissions.

Naming

We have identified a standard naming structure to facilitate tracking of proposals at different stages of their development.

**[proposer]\_[site]\_[proposal version]\_[nomination version]**

**JohnDoe\_NullIsland\_p1\_n0**

* Proposer: This can be the name of the proposer or organisation
	+ JDoe
	+ JohnDoe
	+ Mozambique\_NCG
	+ Birds\_Canada
* Site: This should be a short name for the site being proposed, or a name for the multisite proposal submission if multiple sites are being proposed at the same time
	+ LitoraleRomano
	+ NullIsland
	+ AmphibianAZEs-Batch1
* Proposal version: The version of the proposal sent to the RFP. Proposal version starts at 1 when first sent to the RFP and increase for every subsequent version sent to the RFP.
* Nomination version: The version of the nomination sent for nomination to the KBA Secretariat once the RFP agrees the proposal is ready. Nomination version starts at 0 while the form is still in proposal stage (i.e. discussion between the proposer and the RFP) and becomes 1 once the proposal is nominated to the KBA Secretariat.

Naming examples for a proposal. Version numbers will vary depending on how many feedback steps are needed:

Proposal stage:

* **JohnDoe\_NullIsland\_p1\_n0**: first version of the proposal sent to the RFP.
* **JohnDoe\_NullIsland\_p1\_n0\_feedback**: feedback sent from the RFP to the proposer.
* **JohnDoe\_NullIsland\_p2\_n0**: second version sent to the RFP.
* **JohnDoe\_NullIsland\_p2\_n0\_feedback**: feedback sent from the RFP to the proposer.
* **JohnDoe\_NullIsland\_p3\_n0**: third version sent to the RFP.
* **JohnDoe\_NullIsland\_p3\_n0\_nominate**: the RFP agrees that the proposal is fit for nomination and instructs the proposer to forward it to the KBA Secretariat as nomination version 1.

Nomination state:

* **JohnDoe\_NullIsland\_p3\_n1:** the proposer nominates the proposal to the KBA Secretariat.
* **JohnDoe\_NullIsland\_p3\_n1\_feedback**: if necessary, the KBA Secretariat will provide minor feedback and communicate directly with the proposer.
* **JohnDoe\_NullIsland\_p3\_n2**: second version sent to the KBA Secretariat.
* **JohnDoe\_NullIsland\_p3\_n2\_validated**: the KBA Secretariat will communicate to the proposer and the RFP that the nomination is ready for inclusion in the WDKBA.

In rare circumstances the KBA Secretariat will indicate that the major or systematic edits are necessary. In these cases, the nomination will be pushed back to the proposal stage. The nomination number will reset to 0 and the proposal version will increase following interactions between the proposer and the RFP.

* **JohnDoe\_NullIsland\_p3\_n1\_major\_feedback**: major feedback sent from the KBA Secretariat to the proposer indicating major edits and invitation to interact with the RFP to solve these.
* **JohnDoe\_NullIsland\_p4\_n0**: fourth version sent to the RFP.
* **JohnDoe\_NullIsland\_p4\_n0\_nominate**: the RFP agrees that the proposal is fit for nomination and instructs the proposer to forward it to the KBA Secretariat as nomination version 1.

Excel proposal form

The Excel proposal form should be named as detailed above. E.g., **JohnDoe\_NullIsland\_p4\_n1.xls**

GIS boundaries

All proposed KBA boundaries should be provided as either:

1. A single .gpkg file with all individual boundary layers
2. A single .zip file with all individual .shp boundary files

The GIS file should be named as detailed above. E.g., **JohnDoe\_NullIsland\_p4\_n1.gpkg**

Only include boundaries for new sites or for boundary updates. E.g. If you are reassessing biodiversity for an existing KBA but the boundary does not change, don’t include this.

The file should use the EPSG:4326 projection- (Decimal degrees and WGS84 datum).

The single layers in the boundary file should be named using the site ID (SitRecID) and the full English site name. For new KBAs with no assigned siteID, use only the full English name. Using short hand names or local names will make matching sites to records in the proposal complex. Special characters, often present in local languages, may cause issues when importing the layers in the WDKBA; please avoid using these characters in the English name. Following are some examples for an existing and a new KBA:

* existing KBA: **44720\_Great\_Stone\_Top\_and\_Shore\_Island**
* new KBA: **Null\_Island\_Wildlife\_Reserve**

The GIS layers should include the following fields, which correspond to the first three site fields on the Excel proposal form:

* SitRecID (integer: to be left blank for newly proposed KBAs)
* NewSiteID (alphanumeric: to be left blank for existing KBAs)
* English site name: (alphanumeric)

Additional files

Additional files included with the proposal should all be placed in the additional folder. These can include any additional files that you wish to include with the proposals, such as trigger elements (e.g., species) distribution ranges or points, reports, meeting minutes, consultation notes, publications, website printouts in pdf format, etc.

The folder should be named as detailed above. E.g., **JohnDoe\_NullIsland\_p4\_n1**

