



**Convention on  
Biological Diversity**

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SUBSIDIARY BODY ON SCIENTIFIC,  
TECHNICAL AND TECHNOLOGICAL ADVICE  
Fifteenth meeting  
Montreal, 7-11 November 2011  
Item 3.3 of the provisional agenda\*

**STANDARD FORMAT FOR TAXONOMIC NEEDS AND CAPACITY ASSESSMENTS FOR  
USE BY PARTIES**

*Note by the Executive Secretary*

1. In paragraph 17 of decision X/39, the Conference of the Parties requested the Executive Secretary to develop a standard format for taxonomic needs and capacity assessments for use by Parties.
2. Accordingly, the Executive Secretary in collaboration with the Coordination Mechanism prepared the standard format for taxonomic and capacity assessments and is circulating it as an information document for participants in the fifteenth meeting of Subsidiary Body on Scientific, Technical and Technological Advice.

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\* UNEP/CBD/SBSTTA/15/1.

# A Standard Format for Taxonomic Needs Assessment for the Global Taxonomy Initiative<sup>1</sup>

## Questionnaire No.1

### PURPOSE OF THE NEEDS ASSESSMENT

The purpose of this assessment is primarily to identify the taxonomic information required for [focus to be defined by the CBD and GTI National Focal Points] in [Country]. The assessment is focused on the needs of [Country] [ministry/ organizations] involved in the implementation of [focus to be defined by the CBD and GTI National Focal Points] under the framework of the Convention on Biological Diversity. Results will be made available to the Government of [Country] to review and update the National Biodiversity Strategy and Action Plan for [Country]. The result can be shared with appropriate international organizations, networks, other experts in biodiversity sciences to take actions as taxonomic imperative in the period 2011-2020.

### IMPORTANT NOTICE

In view of the fact that personal information should be handled cautiously under the philosophy of respecting the personalities of individuals, proper handling of personal information must be promoted in accordance with the national legislation of [Country].

Some of the information in your responses will be made available publicly in the form of a report that may be published on the Internet. This will include the name of the organizations consulted and key needs identified by those organizations.

Yes, I agree → Please, check the box and fill to the questionnaire

### Part 1- About your organization

1.Details of Organization	
Name of the Organization / Ministry	
Address of the Organization	
What is the business, mission of your organization?	

2. Person who has filled in questionnaire	
First Name, Last Name, middle initial	
Position in organization	
What are your responsibilities? (Check all boxes that apply)	<input type="checkbox"/> Management <input type="checkbox"/> Research <input type="checkbox"/> Managing Data and Information <input type="checkbox"/> Technical Advice to others within the organization <input type="checkbox"/> Technical Advice to others outside the organization <input type="checkbox"/> Customer Service <input type="checkbox"/> Other (please specify) _____

<sup>1</sup> This survey was developed by the Convention on Biological Diversity in collaboration with BIONET International and the National History Museum of London.

Phone/Fax	
Email	

3. Is your organization (please check all boxes that apply)	
<input type="checkbox"/>	A statutory agency
<input type="checkbox"/>	A government bureau / department
<input type="checkbox"/>	A national non-governmental organization
<input type="checkbox"/>	A regional non-governmental organization
<input type="checkbox"/>	An environmental management body
<input type="checkbox"/>	A private company
<input type="checkbox"/>	A research institution
<input type="checkbox"/>	An amateur society
<input type="checkbox"/>	A university or other educational body
<input type="checkbox"/>	A small business
<input type="checkbox"/>	Other (please specify) _____

5. To which ecosystem(s) is your organization's activities relate? (please check all boxes that apply) Please, indicate the magnitude of your organization's interests /roles in each section of this question in the right column with the score of : 5- high, 4-relatively high. 3-medium, 2-relatively low, 1-low.		
<input type="checkbox"/>	Agricultural Biodiversity	
<input type="checkbox"/>	Dry and sub-humid Lands Biodiversity	
<input type="checkbox"/>	Forest Biodiversity	
<input type="checkbox"/>	Inland Waters Biodiversity	
<input type="checkbox"/>	Island Biodiversity	
<input type="checkbox"/>	Marine and Coastal Biodiversity	
<input type="checkbox"/>	Mountain Biodiversity	
<input type="checkbox"/>	Other (please specify) _____	

6. To which CBD cross-cutting issue(s) is your organizations activities relate? (please check all boxes that apply) Please, indicate the magnitude of your organization's interests /roles in each section of this question in the right column with the score of : 5- high, 4-relatively high. 3-medium, 2-relatively low, 1-low.		
<input type="checkbox"/>	Access to genetic resources and benefit sharing (implementation of Nagoya Protocol)	
<input type="checkbox"/>	Traditional knowledge, innovations and practices (biological intellectual property rights)	
<input type="checkbox"/>	Climate Change and biodiversity	
<input type="checkbox"/>	The Strategic Plan for Biodiversity 2011-2020	
<input type="checkbox"/>	Ecosystem approach	
<input type="checkbox"/>	Impact assessment	
<input type="checkbox"/>	Liability and redress (implementation of Nagoya-Kuala Lumpur Supplementary Protocol)	
<input type="checkbox"/>	Communication Education Public Awareness under the CBD	
<input type="checkbox"/>	Technology transfer and cooperation under the CBD	
<input type="checkbox"/>	Invasive alien species	
<input type="checkbox"/>	Biodiversity and tourism	
<input type="checkbox"/>	Economic, trade and incentive measures	
<input type="checkbox"/>	Global Strategy for Plant Conservation	
<input type="checkbox"/>	Identification, Monitoring, Indicators and Assessments under the CBD	
<input type="checkbox"/>	Protected areas under the CBD	
<input type="checkbox"/>	Sustainable use of biodiversity	
<input type="checkbox"/>	Other (please specify) _____	
Were you familiar with CBD terms used above? <input type="checkbox"/> yes <input type="checkbox"/> No		

7. Which of the following activities is your organization involved in (please check one or several).	
<input type="checkbox"/>	Advising farmers, foresters, fisheries, or others (please specify) _____

<input type="checkbox"/> Analysing species distribution
<input type="checkbox"/> Assessment and monitoring of species (or higher taxa) biodiversity
<input type="checkbox"/> Assessment of phylogenetic biodiversity
<input type="checkbox"/> Biodiversity inventory compilation
<input type="checkbox"/> Biodiversity inventory use
<input type="checkbox"/> Biological reference specimens, cells or genetic resources collection, management, curation
<input type="checkbox"/> Capacity building
<input type="checkbox"/> CITES
<input type="checkbox"/> Climate Change monitoring
<input type="checkbox"/> Conservation of species, habitats and ecosystems
<input type="checkbox"/> Disease control (Animal health)
<input type="checkbox"/> Disease control (Plant health)
<input type="checkbox"/> Disease control (Human health)
<input type="checkbox"/> Ecotourism
<input type="checkbox"/> Environmental consulting
<input type="checkbox"/> Environmental risk / impact assessment
<input type="checkbox"/> Environmental monitoring (incl. water, land, air)
<input type="checkbox"/> Environmental research
<input type="checkbox"/> Government policy development
<input type="checkbox"/> Government policy enforcement
<input type="checkbox"/> Habitat restoration
<input type="checkbox"/> Identification service
<input type="checkbox"/> Identifying wild relatives of crop species
<input type="checkbox"/> Indicator species (use of)
<input type="checkbox"/> Indicator species (taxonomy of)
<input type="checkbox"/> Legislation and species protection
<input type="checkbox"/> Molecular assessment methods (eDNA, DNA barcoding etc.)
<input type="checkbox"/> Natural resource exploitation
<input type="checkbox"/> Protected areas management
<input type="checkbox"/> Protected areas planning/designation
<input type="checkbox"/> Providing information to Government
<input type="checkbox"/> Publishing education materials
<input type="checkbox"/> Restoration of biodiversity
<input type="checkbox"/> Taxonomic tools development and production
<input type="checkbox"/> Training / teaching
<input type="checkbox"/> Other (please specify) _____

8. With which of the following group of organisms is the work of your organization most concerned? Please indicate the magnitude of your organization's interests /roles in each section of this question in the right column with the score of : 5- high, 4-relatively high. 3-medium, 2-relatively low, 1-low	
<b>Terrestrial species</b>	
Microorganisms	
Algae	
Mosses, lichens, ferns	
Fungi	
Vascular plants	
Insects, spiders and other arthropods	
Slugs, snails and other invertebrates	
Reptiles and amphibians	
Birds	
Mammals	
Invasive species	

Other (please specify) _____	
<b>Marine Species</b>	
Microorganisms	
Algae	
Mosses, lichens, ferns	
Fungi	
Vascular plants (seagrass)	
Crustaceans and other arthropods	
Molluscs	
Other marine invertebrates	
Fish	
Corals	
Reptiles	
Birds	
Mammals	
Invasive species	
Other (please specify) _____	
<b>Freshwater species</b>	
Microorganisms	
Algae	
Mosses, lichens, ferns	
Fungi	
Vascular plants	
Insects, spiders	
Crustaceans and other arthropods	
Molluscs	
Slugs, snails and other invertebrates	
Reptiles and amphibians	
Birds	
Mammals	
Invasive species	
Other (please specify) _____	

<b>9. Please indicate the level of biodiversity at which you work (check all boxes that apply)</b>	
<input type="checkbox"/> Ecosystem level	
<input type="checkbox"/> Species level	
<input type="checkbox"/> Subspecies, cultivar or strain level	
<input type="checkbox"/> Genetic level	

Part 2 – About your organization’s use of taxonomic information and how you access it

10. People working in your organization	
How many people in your unit/team work directly with taxonomic information, such as scientific names? (give approximate number)	
How many people in your unit/team depend upon/use taxonomic information without being responsible for generating taxonomic information?	
how many taxonomists does your organization employ?	
How many people who carry out identification of species does your organization employ?	

10. Your organization’s access to taxonomists		
Do you find access to taxonomists in your country easy:	<input type="checkbox"/> Easy <input type="checkbox"/> Difficult <input type="checkbox"/> Impossible <input type="checkbox"/> Don’t know	Comments:
Do you find access to taxonomists in other country:	<input type="checkbox"/> Easy <input type="checkbox"/> Difficult <input type="checkbox"/> Impossible <input type="checkbox"/> Don’t know	Comments:
Are you aware of taxonomic networks in your country	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which network?
Do you make use of taxonomic networks in your region	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which network?
What use does your organization make of taxonomists?	<input type="checkbox"/> Identification of species <input type="checkbox"/> Education on biodiversity <input type="checkbox"/> Databasing <input type="checkbox"/> Curation <input type="checkbox"/> Academic research <input type="checkbox"/> policy development <input type="checkbox"/> Other (please specify)	Comments:

12. Your access to taxonomic information and services			
Information /services	Is the needed information available?	In your view the source is sustainable?	Comments:
<b>Species lists</b>			
List of scientific names. <input type="checkbox"/> Animals <input type="checkbox"/> Plants <input type="checkbox"/> Fungi <input type="checkbox"/> Microorganisms	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
List of common names <input type="checkbox"/> Animals <input type="checkbox"/> Plants <input type="checkbox"/> Fungi <input type="checkbox"/> Microorganisms	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Information on name changes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
List of invasive alien	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Comments:

species	<input type="checkbox"/> No	<input type="checkbox"/> No	
List of protected species <input type="checkbox"/> Animals <input type="checkbox"/> Plants	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
List of species in other countries (e.g. neighbouring countries, sources of pests)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Other (Please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
<b>Identification Tools and Services</b>			
Field Guides (a book designed to help the reader identify wildlife (plants or animals))	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Identification keys (a printed or computer-aided device that aids the identification of biological entities, such as plants, animals, fungi, microorganisms)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Other identification tools, including DNA sequence based classification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Species Identification Service by experts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Specimens loans / exchange	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Provision of images /photos of species	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Formal descriptions of species in scientific papers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Other (please specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
<b>Taxonomic training and information supporting taxonomic training</b>			
Taxonomic training run by your organization		<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Taxonomic training carried out by other organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Training to carry out (taxonomic)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

literature searches			
Training materials other than literature to support education in taxonomy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Specimens for trainees' examination	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

13 Your access to information which is retrievable using taxonomic information, such as species name, specimen ID, locality (location of species occurrence),

Habitat requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Phenological information (periodic life-cycle events as influenced by climate, season etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Conservation status of species	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Invasiveness and /or risk of invasion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Socio-economic value of species	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Animal /Plant interaction	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Species distribution map	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Point of location from where specimen was collected	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
GIS-tools integrated with species information	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

**Please respond to Questionnaire no. 2 of the present taxonomic needs assessment survey.**



**QUESTIONNAIRE No. 2- About your organization's provision of taxonomic information**

**PURPOSE OF THE NEEDS ASSESSMENT**

The purpose of this assessment is to identify existing capacity for provision taxonomic information to users who are implementing the Convention on Biological Diversity in order to facilitate the process of taxonomic capacity building in [Country]. Results will be made available to the Government of [Country] to review and update the National Biodiversity Strategy and Action Plan for [Country]. The result can be shared with appropriate international organizations, networks, other experts in biodiversity sciences to take actions as taxonomic imperative in the period 2011-2020.

**IMPORTANT NOTICE**

In view of the fact that personal information should be handled cautiously under the philosophy of respecting the personalities of individuals, proper handling of personal information must be promoted in accordance with the national legislation of [Country].

Some of the information in your responses will be made available publicly in the form of a report that may be published on the Internet. This will include the name of the organizations consulted and key needs identified by those organizations.

Yes, I agree → Please, check the box and fill to the questionnaire

**- About your organization**

1.Details of Organization	
Name of the Organization / Ministry	
Address of the Organization	
What is the business, mission of your organization?	

2. Person who has filled in questionnaire	
First Name, Last Name, middle initial	
Position in organization	

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\* This survey was developed by the Convention on Biological Diversity in collaboration with BIONET International and the National History Museum of London.

14. Indicate the role of your organization (please check all boxes that apply)	
Please, indicate the magnitude of your organization's interests /roles in each section of this question in the column to the right with the score of : 5- high, 4-relatively high. 3-medium, 2-relatively low, 1-low.	
<input type="checkbox"/> Taxonomic research	
<input type="checkbox"/> Research but not in taxonomy	
<input type="checkbox"/> Education / training	
<input type="checkbox"/> Managing a biological collection	
<input type="checkbox"/> Managing a library	
<input type="checkbox"/> Managing biodiversity database	
<input type="checkbox"/> Taxonomic information provider on web, paper publication, video publication	
Do you provide taxonomic information of any kind to non-taxonomists?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is Yes: Specify what kind of information you provide in the cell to the right.	
To whom do you provide the information?	
Is there a fee for this service?	<input type="checkbox"/> Yes <input type="checkbox"/> No

15. Indicate the availability of taxonomic literature at your organization	
Do you have a library with taxonomic or related biodiversity literature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the library currently acquiring books / journals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, approximately how many volumes does your library hold? Indicate the number of volumes in the cell to the right..	
Is the taxonomic literature indexed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the literature is indexed, is it in digital format?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other comments:	

16. Indicate the capacity of biological collections available at your organization	
Does your organization maintain biological collections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What group of organisms does your organization cover? (please tick all boxes that apply) Indicate how many specimens your organization covers in the column to the right.	
<input type="checkbox"/> mammals	
<input type="checkbox"/> birds	
<input type="checkbox"/> Reptiles	
<input type="checkbox"/> Amphibians	
<input type="checkbox"/> Fish	
<input type="checkbox"/> Insects and other arthropods	
<input type="checkbox"/> other invertebrates	
<input type="checkbox"/> Plants (dead)	
<input type="checkbox"/> Plants (live)	
<input type="checkbox"/> Plants (seed bank)	
<input type="checkbox"/> Plants (tissue culture)	
<input type="checkbox"/> Fungi	
<input type="checkbox"/> Algae	
<input type="checkbox"/> Microorganisms including plasmids and other genetic compounds	
<input type="checkbox"/> Other (please specify)	
Does your organization have/contribute to special collections facilities such	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, How many

as <u>frozen</u> tissues?	<input type="checkbox"/> No	records?
Is the collection included in a database?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, How many records?
If yes, is the database recorded at the species level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, How many records?
Is the database maintained at the specimen level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, How many records?
If you have comments on capacity of biological collection in your organization please include them here:		

<b>17 Indicate human resources available at your collection.</b>		
Do you have taxonomic experts as staff members?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, indicate the number of staff in each category below.	Comments:	
PhD		
BSc		
Technician		
Other		
In which group are the staff members specialized? Indicate the number of staff in the column to the right		
<input type="checkbox"/> mammals		
<input type="checkbox"/> birds		
<input type="checkbox"/> Reptiles		
<input type="checkbox"/> Amphibians		
<input type="checkbox"/> Fishes		
<input type="checkbox"/> Insects and other arthropods		
<input type="checkbox"/> Other invertebrates		
<input type="checkbox"/> Plants (dead)		
<input type="checkbox"/> Plants (live)		
<input type="checkbox"/> Plants (seed bank)		
<input type="checkbox"/> Algae		
<input type="checkbox"/> Microorganisms (Archaea, bacteria, fungi, yeasts, microalgae)		
<input type="checkbox"/> Plasmids, virus, phages		
<input type="checkbox"/> Other (please specify) _____		

<b>18 Capacity for providing training</b>	
Does your organization provide training in taxonomy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the target group for this training?	<input type="checkbox"/> Parataxonomist (field-trained biodiversity collection and inventory specialist recruited from local areas) <input type="checkbox"/> Technician <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Post graduate student <input type="checkbox"/> Professional (in-service) <input type="checkbox"/> Vocational qualification
Approximately how many young taxonomists receive training at your organization, each year, in accordance with paragraph 11 of decision X/39?	

Approximately how many non-taxonomists receive training at your organization, each year?	
What is the priority in your organization regarding taxonomic training?	

19 Indicate priority infrastructure to be added at your organization to achieve the goals of the Strategic Plan for Biodiversity 2011-2020, particularly target 19 (sharing biodiversity knowledge and improvement of science bases) Tick maximum 3 that apply.
<input type="checkbox"/> Facility for taxonomic training / education
<input type="checkbox"/> Facility for collection management
<input type="checkbox"/> Facility for database development and management
<input type="checkbox"/> Facility for DNA sequencing
<input type="checkbox"/> Library
<input type="checkbox"/> Office
<input type="checkbox"/> Field station
Others (please, specify ) _____

20. Please provide information on taxonomic services which are currently unavailable or inadequate but that you consider as important to the implementation of the Strategic Plan for Biodiversity 2011-2020.

Please, send the completed questionnaire to [GTI NFP e-mail /postal address] by [deadline dd/mm/yy].

Many thanks for your time.