



Participant Preparation Work

Data and Information Management Workshop
3-5 December 2019
Bali, Indonesia

Dear Colleagues,

In preparation for the Data and Information (DIM) Workshop, please complete the necessary requests to help you maximise this training opportunity. Please also bring your laptops with you to the workshop.

Reading

All participants should read the following three documents in preparation for the workshop:



1. **Data and Information from The GEF Large Marine Ecosystem Portfolio - Metadata catalogue of available GEF marine project data and information**

Please review this document and come prepared to share your experiences and thoughts on the following question:

 *Is the metadata provided in this catalogue correct for your LME?*

2. **Data and Information Management Guidelines for GEF LME Projects -To ensure sustainability of spatial and other project data and information in GEF LME projects;**

Please review the outcomes and guidelines, and come prepared to share your experiences and thoughts on the following question:

 *Do you have anything to add to these recommendations which we may not have been aware of?*

You will also need this document to prepare for Session 1 on the afternoon of December 3rd (see below).

3. **Identifying Common LME Indicators - Towards common reporting and comparability between LMEs**

Please review Table 6 and Table 8, and come prepared to share your experiences and thoughts on the following question:

 *Are you already reporting against any of these indicators?*

You will also need this document to prepare for Session 2 on the morning of December 4th (see below).

Participant Contributions

All participants are expected to contribute to the discussions and exercises during the workshop. Please pay special attention to the following requests for each session, carefully reading the guidance provided.

Tuesday 3 December SESSION 1. LME Data and Information Management

Sub-session: LMEs experiences, successes and challenges regarding data and information management

Participant contribution: PowerPoint presentation on experiences within your LME



This is for LME Projects only (not other partners and participants)

LME projects to prepare a 10-minute (**maximum 10 slides**) presentation on current experiences, successes and challenges regarding data and information management and reporting on indicators. The presentation can **focus on the issues that are most relevant for your LME** and could include 2 or more of the following (as appropriate):

- a. Website management. How you ensure all project deliverables are available online, through project web-site and coordination with other organizations. What is the long-term plan to ensure availability of information after project completion?
- b. Experience in reporting to IW:LEARN. Key relevant reports produced and made available on IW:LEARN such as GEF IW experience and results notes, assessments, training material;
- c. How data has been used in the project: data sources, recording of metadata, publications and databases. What are the challenges to ensure long-term availability of data and data-based reports? What coordination is in place with scientists and research organizations
- d. Indicators incorporated and reporting mechanisms: links to SAP targets, SDGs, coordination with other regional organization indicators and reporting etc. What are the challenges to the regular reporting of key indicators?
- e. Data management guidelines, tools and training. Any good experiences in the development of guidelines, tools or training developed for data management (and assessments)? Or experience in the adaptation of other global and/or regional tools, guidelines and training. To include socioeconomic valuations, climate change assessments etc.
- f. Any other issues or recommendations to improve project data and information management

We kindly request that the LME PowerPoint presentations are sent by 2 December 2019 via email to Khristine Custodio Gudczinski (khristine@iwlearn.org)

Sub-session: LME:LEARN Data and Information management plan

Participant contribution: Contribution to the DIM Management Plan, good practices and tools

Participants will also be asked to share experience on the following, in groups:

1. What is your project currently doing to implement the recommendations;
2. Which recommendations are the most important to your project



Sub-session: Identifying Common Indicators for comparison of progress in implementation of SAPs between LMEs

Participant contribution: Participants should read through the document “Identifying Common LME Indicators - Towards common reporting and comparability between LMEs”.

Participants will be asked to share experience on the following, in groups:

1. Which of these indicators are important to your project?
2. Where are you getting your data from?
3. What are the common indicators in the region?
4. What is the current status in coordinating between your projects and other regional institutions on data sharing (e.g. RFMOs)



Sub-session: Best Practices and Tools for LME Data and Information Management

Participant contribution: Using the following questions as a framework, participants should share their experience and thoughts on:

1. What tools is your project currently utilizing for data and information management?
2. What tools does your project need for data and information management?
3. Are there other tools available that you would like to mention and share (website links would be very helpful)?
4. What support would you need to integrate these tools into your project?



If you require additional clarification or information on the above, please do not hesitate to contact Mish (mish@iwlearn.org) or myself (natalie@iwlearn.org).

Kind regards

Natalie

