

Guidance on Using the WDKBA

Version 1.1 September 2026



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Guidance on using the Online Proposal Portal

This section gives guidance on the KBA Proposal Portal that can be accessed through the [KBA website](#) (under 'More' options). KBA Proposers and KBA National Coordination Groups (NCGs) will need to make proposals through this portal. An imports facility is available within the WDKBA for those undertaking reassessments of large numbers of sites and/or species.

1. Registering in the World Database of KBAs

Before any proposal can be made, a KBA proposer or KBA NCG member needs to register as a user in the World Database of KBAs (WDKBA). Click on the yellow LOG IN TO WDKBA button in the KBA website (under 'MORE' options). This will bring up the login window (Figure 1.):

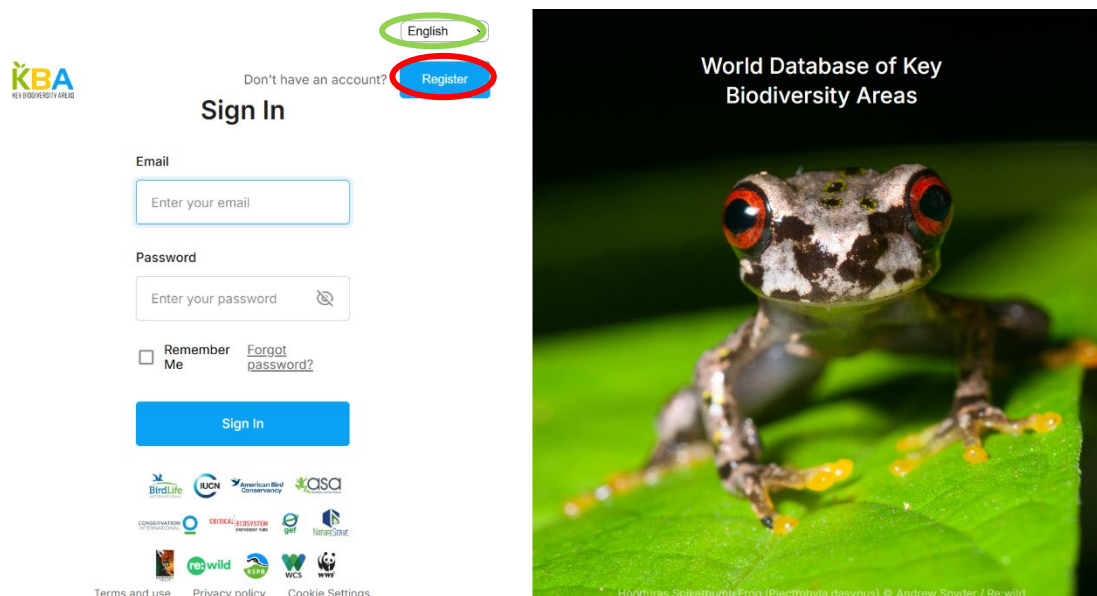


Figure 1. Login page for World Database of KBAs. Select language (circled green) in top centre from the three options available (English, French, and Spanish) as relevant. Click on the blue *Register* button (circled red) in top centre below the language options to register in the database.

To create an account, a new KBA proposer needs to click on the blue Register button on the centre top of the page. This brings up the registration page where User details are recorded (Figure 2.). These details are mostly self-explanatory. *Country* is the country where an individual resides while *Country of interest* is the country where the KBA proposer will identify sites that they are proposing. Multiple countries can be selected for *Country of interest*.



Note: once the country or countries of interest are selected, the user must click on the 'Apply' button for the selection to be made (Figure 3.). For most KBA proposers *Role* will be as an *individual*. *National Coordination Group* (NCG) should only be selected if you have been designated by your KBA NCG to make proposals.

**Warning:** Anyone selecting *National Coordination Group* must be approved by the KBA Secretariat before they can perform this role in the WDKBA. The KBA Secretariat will confirm the name of the proposer with the KBA NCG in the country before approving their status. Until approved, the proposer can only make proposals as an individual.

It is important to review your information and then tick the checkbox for the ‘Terms and Use’, which allow your data to be stored in the WDKBA.

Registration

First name

Enter your first name

Last name

Enter your last name

Email

Enter your email

Organisation

Optional

Organisation

Country

Select your country

Role

Select Role

Country of interest ⓘ

You may select multiple options, ar

KBA Partner ⓘ

Optional

You may select multiple options, and c

Password

.....

Password must be from 12 to 64 characters long and must contain at least one uppercase letter, lowercase letter, number, and symbol

Confirm password

Confirm your password

☐ I agree to [Terms and Use](#)

Create account

Figure 2. Registration page in WDKBA.

Country of interest ⓘ

Algeria

☐ Select All

☐ Afghanistan

☐ Åland Islands (to Finland)

☐ Albania

☒ Algeria

☐ American Samoa

1 selected

Cancel

Apply

KBA Partner ⓘ

Optional

Select multiple options

Confirm password

Confirm your Password

Create Account

Figure 3. Registration page in WDKBA – note the ‘Apply’ button must be clicked in the multi-option selections (e.g. Country of interest and KBA Partner fields).

Once Registered a KBA Proposer can log in to the WDKBA.

2. Logging into WDKBA - overview

Logging in will bring the user to the landing page of the WDKBA (Figure 4.), which is the Sites management page--note: sometimes when you close the WDKBA, and re-enter the website, the landing page is the Home page, which is, currently, blank. To see the list of sites, you will need to click on the globe icon to go to the Sites management page:

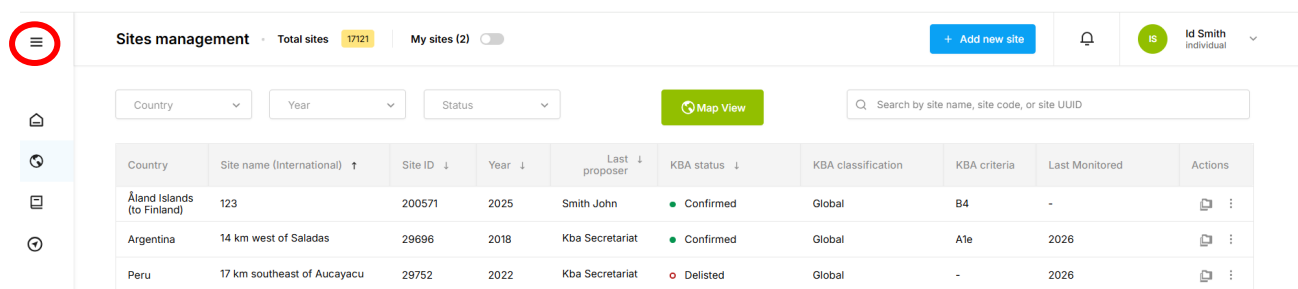


Figure 4. Landing page (Sites management) when logged in as an individual in WDKBA. Clicking on the three lines at top left (circled in red) will open the left window to reveal names associated with the four icons – from top: Home; Sites; Reports; Monitoring, respectively.

At the top is a button to start proposing a new site (blue), a notification 'bell' which indicates if you have any messages (e.g. once a review process has returned comments, or if you have been approved NCG status) and a green circle with your registration initials, registration status, and a drop-down menu for your registration details (which you can review and edit at any time). Note that currently a proposer is not e-mailed when there is a notification, so it is important to check the database regularly. This is also where you can delete your account in the database (although please note you cannot delete your profile if you are associated with any of the assessments in the WDKBA).

2.1. Home page

The home page is currently empty.

2.2. Sites management page in detail

Selecting the globe icon on the left brings you to the Sites management page (Figure 5.). Here you can view all sites in the WDKBA, the country, site name in alphabetical order, site ID, year and proposer of the last assessment of the site, status of the site (confirmed, superseded and delisted), KBA classification, the criteria triggered, and actions.

If you want a list of sites, you have been involved in proposing or editing, then click on *My sites*, which is at the top centre of the screen (Figure 5—circled in red). If you are a proposer with KBA NCG status, then you will see all sites within your country when you select this option; individual proposers will only see the sites that they are proposing/co-proposing. Similarly, KBA Regional Focal Points will also be able to view all sites in their region. Once *My sites* is selected you can filter the proposals which are in different stages of development

(draft, proposed, nominated, confirmed) by clicking on the 'Assessment' drop-down menu under *My sites*.

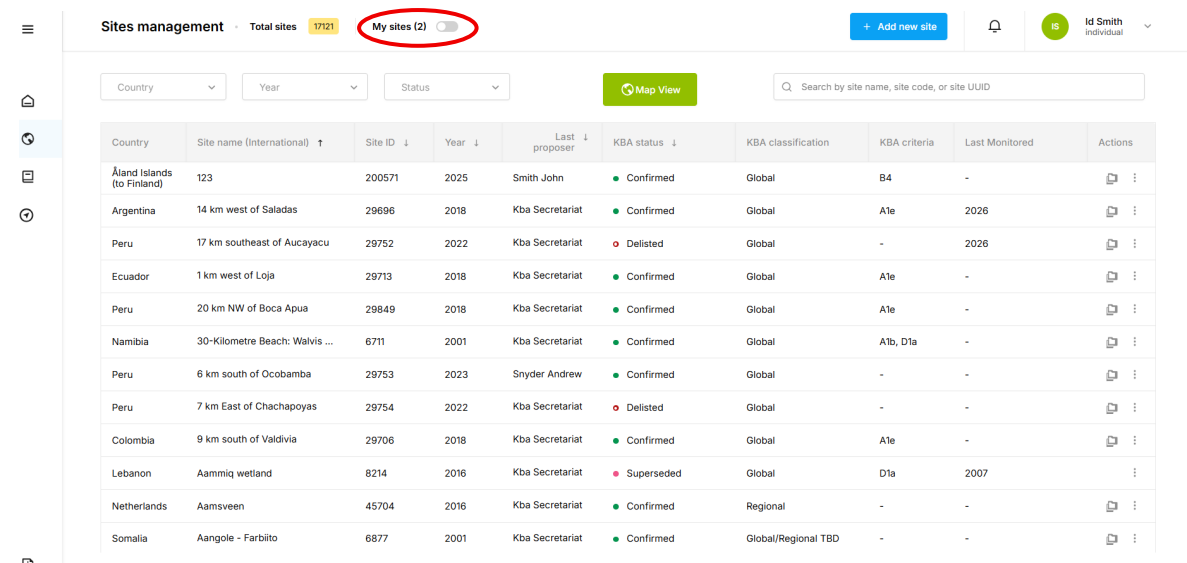
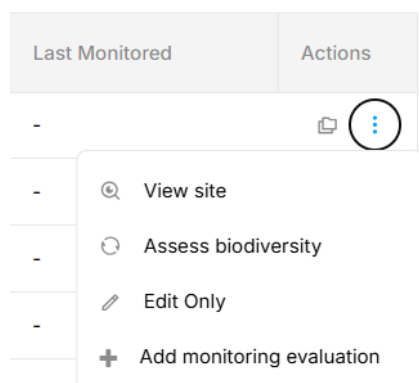


Figure 5. The Sites page of the WDKBA. Click on *My sites* toggle bar (circled in red) to access the sites that you are drafting or editing.

In the Sites management page, on the far right of the sites table is an *Actions* column (if you cannot see this on your screen, then use 'CTRL –' to make the page smaller on the screen until you can see the column or use the scroll bar at the bottom of the page, if it is visible, to see it).



Clicking on the vertical ellipsis (three dots) on the site row brings up a menu with four options. You can click on *View site*, *Assess biodiversity*, *Edit Only*, or *Add monitoring evaluation*. *View Site* allows a user to view the details of the site, including the KBA trigger element details and all other relevant fields for the KBA; the *Assess biodiversity* initiates a reassessment of the site. Once you have started a reassessment, the draft reassessment will only appear in *My sites* list.



Warning: Selecting *Assess biodiversity* warns you in the first instance that if you are starting a process of re-assessment for the site, then you need to complete the re-assessment and propose it for review. Otherwise, it remains as a draft re-assessment, and no other user can edit the details of the site until you have proposed it (unless they are invited to participate in the assessment as a co-proposer). Therefore, **ONLY** select this option when you are making a re-assessment of the site.

If you have inadvertently selected *Assess biodiversity*, you can choose to delete the draft at any stage from the assessment window, or from *My sites* in the sites management screen.

The *Edit Only* option allows a user to fix typos or other minor details of a confirmed site. It does not allow the user to update the boundary or KBA trigger elements details. **WARNING:**

Selecting *Edit Only* will also add the site to the *My Sites* list. Select this option only if you need to fix typos in the text fields in the *Site details* and *About* tabs. Once the edits have been made and submitted, it will go through the validation process before the changes made are accepted (or rejected).

The *Add monitoring evaluation* option allows the user to add information related to the State, Pressure, and Response of/at the site. More information is available in Section 6. Monitoring Platform.

If you have information on a lot of sites and/or species, you may prefer to use the .csv file to fill in the relevant information for each site and do a bulk upload of all the relevant sites. To do this, you can use the *Import data* button next to the + *Add new site* button or access the WDKBA API. Please contact the KBA Secretariat if you are an NCG for your country and would like to learn more.



2.3. Reports Page

The reports page (Figure 6.) allows a user to make queries of the WDKBA data by using filters to obtain a subset of the data. Users will only be able to access the sites that they are associated with: individuals will be able to view and output reports relating to their sites; NCGs will be able to view and output reports relating to all sites in their country; and RFPs will be able to view and output reports relating to all sites in their region. The filter options are on the right side of the screen and include options to filter sites, species, ecosystems and sites of ecological integrity. This reports section will be improved in due course with more reports and improved functionality. If you are interested in seeing information regarding a wider selection of KBAs, a more detailed set of filters is available on the KBA website (*Site Search/KBA Dashboard* under *Explore Data*). In the dashboard, you will be able to output results on a larger selection of KBAs than the ones that you are personally associated with.



Figure 6. The *My site Reports* Page of the WDKBA. Clicking the blue button labelled *filter panel* (centre, circled in red) opens the *filter panel* on the right side of the screen (circled in green).

In the *My site reports* page, a user can filter by fields relevant to 1. Sites; 2. Species; 3. Ecosystems and 4. Ecological integrity. Results of queries can be downloaded as .csv files.

2.4. Monitoring

Monitoring is elaborated on in Section 6. Monitoring Platform, since it is separate to the process of proposing, or reassessing KBAs.

3. Proposing a new KBA

At the top of the *home* page and *sites management* page is a blue button to + *Add new site*. Clicking this button will open the KBA Assessment Section which has six tabs that can be selected at the top of the page: 1. Site details; 2. Map; 3. About; 4. Assessment; 5. Pressures and Actions; and 6; Criteria met (Figure 7.). The proposal initially opens at the *About* page because proposers will need to describe what the proposal aims to achieve before completing all the details on the other pages. The purpose of the first few fields in this page is to set the Reviewers expectations about what the proposal aims to do—i.e., update the site, add and/or remove trigger elements, add a new site and so on. Data entered in any field are automatically saved. Mandatory fields (see *Appendix B. Documentation and Mapping Standards* in the *Proposing KBAs* document) are indicated as such and Recommended fields are labelled as ‘Optional’, all other fields are considered Mandatory fields.



Note: Some fields in the species assessment parameter are labelled as ‘optional’ because they are not required for all criteria; however, if the criteria being applied to the species has a requirement related to that field (e.g., *reproductive units for A1 or B1*), then it is mandatory even if it may still be labelled as ‘optional’.

Some fields are pre-populated and cannot be edited, particularly species data from the IUCN Red List once a species is selected as a trigger species.



Note: *IUCN Red List category* field and the *Assessment system* field are editable only for species that do not have Red List assessments.

Please note the information icon (i) next to many of the field titles. This icon provides detailed description about what information is expected in the field.

Assessment ● Draft ⓘ

Site Details Map **About** Assessment Pressures and Actions Criteria met

Co-Proposers (0) [Invite](#)

Your assessment is in Draft status and has not been proposed

About proposal

KBA criteria assessed ⓘ

Indicate the purpose of your proposal ⓘ

Select the purpose of your proposal

Provide details about the nature of your proposal ⓘ

Provide further details about your proposal

A Threatened biodiversity No

[← Back to Sites](#) ⌚ Autosaved [Delete draft](#) [Propose assessment](#)

Figure 7. KBA assessment sections showing the location of the 6 tabs.

3.1. About page

The *About* page captures information about the purpose of the proposal, which criteria have been applied at the site and what consultations have taken place. This page is also where KBA proposers can suggest independent reviewers who could review the proposal.

At the top of the page the proposer is asked to select the reason for the proposal from a drop-down menu. If it is a new proposal, select 'Propose a new KBA'. The other options refer to reassessments or disqualifying trigger elements and delisting sites (Figure 8.). In *Provide details about the nature of your proposal*, users should provide more detailed information regarding the purpose of the proposal in the text box below the drop-down menu. For instance, if you are adding or disqualifying species during a reassessment, you are encouraged to mention the relevant species in this box. If you are adding additional text to some of the fields, then this can also be mentioned in this field.

Indicate the purpose of your proposal ⓘ

Select the purpose of your proposal

Propose a new KBA that does not intersect any existing KBAs

Propose a new KBA that replaces one or more existing KBA(s)

Re-assess an existing KBA: re-assess existing biodiversity elements (species, ecosystems etc) meeting KBA criteria (including delisting of any species that no longer meet criteria)

Re-assess an existing KBA: propose additional biodiversity elements (species, ecosystems etc) meeting KBA criteria

Re-assess an existing KBA: re-assess existing biodiversity elements AND propose additional elements

Re-assess an existing KBA: disqualify all existing biodiversity elements and delist the KBA

Edit only: Make revisions to the boundary of an existing KBA to improve its accuracy (relative to the biodiversity elements meeting criteria and to the assessment period)

Edit only: Make minor amendments to the details of an existing assessment

Figure 8. Drop-down options to indicate the purpose of the proposal. If you are looking to reassessing an existing site, including updating information on existing triggers, delisting some of the current triggers, and adding new biodiversity elements, please select the fifth option from the top (circled red)

Following this, the proposer is asked to state which KBA criteria they applied in their proposal. The KBA Proposer should select which of the criteria they have tried to apply at the site (Figure 9.). Sometimes, sufficient data are not available to apply all available criteria; knowing which criteria have been applied can help future proposers who may want to add to the site.

A	Threatened biodiversity	Yes
Subcriteria Select multiple options		
B	Geographically restricted biodiversity	No
C	Ecological integrity	No
D	Biological processes	No
E	Irreplaceability through quantitative analysis	No

Figure 9. Selection boxes to state which criteria were applied. When a KBA criterion with sub-criteria is selected as Yes, a drop-down menu of the sub-criteria is shown where users will be able to select the relevant sub-criteria.

There is then a dashed box where supporting information can be uploaded for storage with the proposal. This uploads box is for any supporting documents related to the overall

assessment—documents uploaded in this page will be viewable to anyone with a WDKBA account. There will be separate upload section for the Assessment tab, in which you can upload documents related to the trigger elements. To apply Criterion C (Ecological Integrity) or Criterion E (Irreplaceability) at a site, a report is required on how the analysis to identify the site was made. These files should be uploaded in the *Assessment* tab as relevant. If a shapefile has been created for Localities, ESH or AOO for one or more trigger elements, this should be uploaded in the species upload section.



Note: Documents uploaded in the *Assessment* tab will NOT be available to the public—only the relevant people involved in the proposal process will see the documents (e.g., NCG representative, relevant RFP, and the KBA Secretariat).

To upload the files, drag the relevant file over the box from a file cataloguing system, or search for the relevant files and select them for upload.

Four fields are then provided to document the Consultation that has taken place when developing the proposal. These are 1. *Biodiversity Knowledge-holders* (scientific experts, taxonomists etc); 2. *Previous proposers* (where re-assessing a site; they need to be consulted if there is a change in the boundary of the site including delisting the site); 3. *Government* (department or ministry staff consulted) and 4. *Customary or legal rights holders* (Indigenous peoples, local communities, private landowners etc). If there has been a workshop where proposed KBAs have been proposed and discussed in the country, the details about the workshop (e.g., location, number of people involved, and main institutions present) can be recorded in these fields. Any engagement with indigenous peoples and local communities during proposal development and the method of engagement should be recorded in the fourth field. These are mandatory fields; if any don't apply, type N/A to ensure that the field is filled.

The next text field is *Contributors to this assessment*. In this field, users will need to document those who contributed to this particular assessment, including people's names and if relevant their institution. Please make sure to add these contributors to the overall site contributors (Site details) as well. Do not include contact details. With this field, we aim to capture the individuals who contributed information and knowledge to this particular assessment of the KBA, as opposed to the list of people who have been involved in all assessments of the site till date (Contributors' field in Site details).

The *Reviewers* field is optional, but you are encouraged to add in the names and e-mail contacts of anyone who would be suitable for an independent review of the proposal.



Note: This is a space to provide names and contact details of experts who are NOT linked to the proposal for its further review (if needed); please do not add the names and contact details of individuals who were involved in drafting the proposal.

3.2. Inviting co-proposers

At the top right corner of the proposal pages is an *Invite* button which allows a KBA proposer to invite other people who are registered in the WDKBA (as individuals or KBA NCG members) to contribute to the proposal. This enables multiple people to work on a site proposal. For example, you may have experts in different taxonomic groups who need to work together to propose different species for the same site. Alternatively, you may have someone who knows the site well and can provide the details about the site while the taxonomic experts focus on providing the species and ecosystem details. When you are getting the email addresses of prospective co-proposers, make sure that they are registered in the WDKBA with that email address. Once you get the confirmation that they have registered, you can enter their e-mail addresses separated by a comma (,) in the *Invite Co-Proposers* field (Figure 10.).



Note: the entered e-mail will become highlighted if the person is already registered and the invitation can be sent to them; if the person is not registered in the WDKBA, they cannot be invited to join the proposal. When you send them the invite, they will receive a message in the WDKBA (which will be flagged on the notification bell icon when they login); they will need to accept to join the proposal.



Warning: You must at least enter a site name (International name) before inviting someone to join your proposal.

Figure 10. Co-proposers' invitation pop-up. If the International site name has not already been entered on the Site details page, then a field for Site name will appear here but ideally some of the basic details of the site will be populated before someone is invited to work on the proposal.

3.3. Site Details page

The *Site details* page (Figure 11.) is where all information about the site is recorded. Much of this text will be used to populate factsheets for each site that are available on the KBA website and should be written with a general audience in mind.

Figure 11. Top of the *Site details* page.

The page is broken up into several sections which are described in turn here:

Name & Location: Here a site ID number (SitRecID) is automatically generated by the WDKBA when a new site is created. The Site name (National) can be a local name in any script (Arabic, Cyrillic, etc) while Site name (International) should be an English name in Roman script.



Note: Site name (International) is the name that will be used on the Sites management page (see above).

Country is selected here using a drop-down list. If a site is a transboundary KBA then more than one country should be selected for the site. You can also start typing the name of the country to get a short-list, and then select the relevant country.

Site Details: Here a *Site description* is requested which is text that will appear in the KBA factsheet for the site. Good descriptions set the location of the site within the country, some description of the main habitats/ecosystems and important features of the site (e.g. named mountains, rivers, lakes etc) as well as an altitude range (see Box 1. for a good example).

Following this is a tick-box to *Indicate if this site is sensitive* and a text field where you can provide *Further details* if it is. Then, there is a request for information on altitude (m above sea level) or bathymetry (m below sea level for marine sites); and the systems present at the site (terrestrial, freshwater, marine and subterranean).

Box 1. Example of good text for *Site description*

The KBA at Inago Mountain covers an area of 331 km². Inago Mountain is in Malema District, which is in the western section of Nampula Province, northern Mozambique. The geology of Mt Inago, which is mainly granite-porphyrite, is compared to the Namuli massif due to their close proximity. According to Timberlake *et al.* (2009) granite-porphyrite encroached the migmatites of the Nampula and Namarroi series of about 1100 – 850 million years of formation. The Inago massif elevation ranges from 300–1870 m, with the main peak reaching 1804 m altitude. Rainfall in the Malema District shows an average of 1300 mm per annum. The major vegetation surrounding the mountain is the miombo woodland particularly at the base up to 1,000 m. From 1,000 to about 1,600 m of altitude, the vegetation is mainly forest and the stream valleys are covered by riverine forest. Grasslands together with rocky shrublands are also found over 1,500 meters of altitude. Inago Mountain forms part of the sky island conservation corridors of northern Mozambique together with Chipirone, Namuli, Ribauè-Mpalue and Mabu (Tolley, 2017; Bittencourt-Silva *et al.*, 2016).

The text provided for *Rationale (KBA identification)* will appear on the site factsheet. Key trigger elements found at the site and the criteria they trigger should be mentioned (see box 2). If the number of trigger elements exceeds 10, then it is probably better to list groups of species that trigger KBA status and not the names of individual species. For example, *KBA x contains 3 mammals, 2 birds, and a Cycad that trigger criterion A1 as well as two insects and three other higher plants that trigger criterion B1*. Where the KBA is triggered for a seasonal part of a species range that should be mentioned. For example, *The Atlantic puffin (Fratercula arctica) triggers criterion D1 at island y because at least x% of the global population come to breed here each year between April and July*.

Box 2. Example of good text for *Rationale (KBA identification)*

Inago Mountain is home to several geographically restricted and threatened species of plants and animals of which seven species trigger KBA status. The Critically Endangered (CR) Inago Pygmy Chameleon *Rhampholeon bruessoworum*, triggers criterion A1a and A1e (AZE status) while two other reptiles (*Lygodactylus inago* and *Nadziakambia inago*) trigger criterion B1. In addition, there is one Endangered (EN) amphibian (*Nothophryne inagoensis*) that triggers criterion A1a and A1e (AZE status), and three species of insect (*Cymothoe baylissi*, *Alaena lamborni* and *Neococenyra bioculata*) that trigger criterion B1. Several of these species are currently being assessed for the IUCN Red List of Threatened Species. The three reptiles are all range restricted species and together trigger criterion B2.

If the site has both global KBA triggers and regional KBA triggers, please mention the global triggers first using the appropriate global KBA criteria (e.g., A1a, B1, B3b). Then, in the next paragraph, mention the regional triggers. For regional KBA triggers, please use the appropriate KBA regional criteria). Existing KBAs identified prior to the publication of the KBA standard in 2016, with species “that do not meet global KBA criteria and thresholds, but

which do meet previously established regional criteria and thresholds [of IBAs] will be recognised as regional KBAs” (Global KBA Standard, p.3) with legacy triggers. Proposers should mention that the site includes legacy triggers that still meet the IBA criteria, but not the global KBA criteria and list the species.

If a site is being delisted as a KBA then the proposer should state why the site should be delisted in this field.



Note: Any site continuing to meet legacy criteria, continue to be recognised as regional KBAs.

Biodiversity values and *Site values* are then requested. These are optional/recommended (rather than required fields); however, the information provided in these fields will appear in the site factsheet. In *Biodiversity values* KBA proposers can list additional species that may have cultural or tourism importance for the site but not have sufficient numbers to be KBA trigger elements. It can also include potential trigger elements which do not have sufficient data yet. Species that do not meet the Global Standard, or the Regional KBA Standard (in the process of being developed) can be mentioned in this field. In *Site values* KBA proposers should include text on whether the site is part of the lands of an indigenous people or subject to customary rights. It may also include cultural values of the site that are independent of its KBA status, or it may include additional designations (such as World Heritage status or Ramsar Site status).

Manageability & Delineation: In this short section, information regarding the manageability of the site and its delineation should be provided. In *Manageability*, a description on how the site is currently or potentially manageable should be written to justify that the site is manageable. KBAs are designed to be sites that are ecologically relevant but also practical for management. For example, if it is an existing protected area the following text could be a *manageability* text: *The Queen Elizabeth National Park, is managed by the Uganda Wildlife Authority, a parastatal that manages all of Uganda’s national parks and wildlife reserves.* If the site includes multiple landowners, then each should be listed, and the text should explain how they might work together to achieve the conservation of the trigger element (Box 3.).

Box 3. Example of good text for *Manageability*

The Kabobo Provincial Reserve is managed by the traditional chiefs of the villages around the Reserve in collaboration with the Institut Congolais pour la Conservation de la Nature (ICCN). A Public-Private partnership has been given to the International NGO, Wildlife Conservation Society, to manage the site with ICCN and the local community.

In Superseded sites: Sometimes it makes sense during a reassessment to replace an existing KBA with one or more new KBAs – this might be where more information exists, and/or where

other taxonomic groups are being included in the assessment. Such information may indicate the site should be much larger and in expanding, it has become different in nature, or that an existing site should be subdivided into two or more sites. In this field, a brief description should be provided about any site(s) that the proposed new site is replacing. It should include the Site ID and the names of the site(s) being replaced. For example; *The KBAs, A (site ID: YYYYY) & B (site ID: ZZZZ) have been amalgamated into this one KBA because a reserve was established that encompassed both sites together with land to the north west of the sites. Given the management of the Reserve was by X it was decided to create one KBA with the same boundaries as the Reserve, this now supersedes the original sites A & B.* Box 4. highlights key considerations when thinking about whether you should delist a site, or supersede a site.

Box 4. What are the differences between delisting and superseding a site?

Sometimes it is unclear whether an existing site should be superseded (replaced) or delisted during reassessment. These two processes differ in important ways and result in fundamental differences in outcome.

Delisting: A site is delisted if it no longer triggers criteria. To delist a site, you must reassess it and show that none of the trigger elements still qualify. After this assessment, the KBA Secretariat assigns the *delisted* status at the end of the proposal process, which means that the site will remain in the WDKBA with all of its existing information and with the *delisted* status. However, it is no longer published in public facing sites because its no longer a *confirmed* KBA.

A delisted site may be reassessed again in the future and confirmed if it meets criteria at the time.

Superseding: A superseded site is not reassessed, instead, one or more new sites are proposed to replace it. Once the **new** site is confirmed, the original site is assigned *superseded* status by the KBA Secretariat. Sites that are superseded cannot be reassessed. When superseding sites, we recommend assessing any trigger elements that qualified the site that is being superseded.

How to make the decision?

Whether a site should be delisted during a reassessment or superseded depends on how much the new proposed site overlaps the original. If the overlap is small, the original site should be reassessed and, if it no longer triggers criteria, delisted. During this process, boundaries should be aligned and overlaps resolved, since both sites remain valid and may be reassessed later. If the overlap is large, meaning the newly proposed site covers the area(s) used by the original trigger elements, then the original site should be superseded.

The table below highlights three key differences between the delisting and superseding processes and outcomes.

Table B.4.2. How do delistings differ from supersedings?

Aspect	Delisting	Superseding
Definition	A site is delisted if it no longer triggers KBA criteria	A site is superseded when one or more new sites are proposed to replace it
Reassessment required?	Yes, the site must be reassessed	No, the original site is not reassessed
Application condition	Assessment shows that none of the trigger elements still qualify	A newly proposed site substantially covers the area(s) used by the original trigger elements
Outcome	Site is 'delisted'	Site is 'superseded'
Can the site be reassessed in the future?	Yes—it could be reassessed and reconfirmed in the future if it meets criteria again	No. Superseded sites cannot be reassessed
Boundary considerations	Boundaries should be aligned and overlaps resolved because both sites may remain valid and reassessed later	Large overlaps are expected as the new site replaces the original
Decision based on	Original site no longer qualifies under KBA criteria	New site encompasses the area relevant to the original and any new trigger elements

Delineation rationale should describe where the boundaries have been established for the site and why. This description should be sufficiently detailed so that it can help check the mapping of the shapefile with background satellite imagery as well as provide a justification for safeguarding the site should the boundary be challenged in the future. An example of a good *Delineation* text is provided in Box 5. In *Source of the KBA boundary*, please list individuals and/or organisations who contributed to the boundary of the site. If the original boundary is being amended, please add names of people and/or organisations, but **do not remove** existing names. In *Source of the KBA boundary*, please provide details about the source of the KBA boundary, including listing individuals or organisations who have contributed to the site's delineation. If an existing boundary is being amended, please retain the original source, but add the others who contributed to the amended boundary.

Box 5. Example of good text for *Delineation*

The Kabobo Reserve KBA follows the boundary of both the Kabobo Reserve in Katanga province, DRC as well as the boundary of the Ngandja Reserve in South Kivu Province. The boundary was delineated through consultation with the local communities and indigenous peoples living around the site. Along the shore of Lake Tanganyika, it primarily follows the lake shore but has some extensions into the lake to conserve spawning sites for fish. On the western side it primarily follows the road linking Kalemie to Fizi except where villages are sited where the boundary follows agreed borders of the village including areas of potential agriculture expansion. In the south it follows the boundary between the forest and Miombo woodland habitat and in the north, it follows the boundaries of natural habitat, including the Elombwe wetland.

Protected or Conserved areas

Extent of coverage of the site by protected or conserved areas

Coverage by PA ⓘ

Alternative % PA estimate (if relevant) ⓘ

Optional

Coverage by OECMs ⓘ

Alternative % OECMs estimate (if relevant) ⓘ

Optional

Protected or Conserved areas: Coverage by PA and Coverage by OECMs are read-only fields which are calculated for confirmed KBAs using the spatial data available at the World Database of Protected Areas; you can provide an alternative figure in the two *Alternative % PA/OECMs estimate (if relevant)* fields.

Habitats & land use: In this section, proposers will need to elaborate on the site habitats. *What habitats are present?* has a drop-down menu (labelled level one). When the user selects a level one habitat type, a level two habitat drop-down menu and a % in site field appears. Users are encouraged to make the relevant level two habitat selection and the appropriate % coverage at the site. To add a habitat, users can click the + *New Habitat*. If the level one habitat type is not selected, then the option will be removed from the page when the user navigates out of the *Site details* page.

General habitats description is an optional field where proposers can provide a brief description of the main habitats found at the site listed in *What habitats are present?* to provide a bit more context about the structure of the habitat. If this field is filled, it will be available in the site

factsheet. For example, *The Itombwe Reserve KBA is dominated by montane forest together with areas of bamboo (Sinarundinaria) and montane grassland.*

Land Use text field is an optional field where proposers can write a summary of the main land use that occurs at the site and the landowners. For example, *The Atewa Range Forest Reserve KBA is primarily a forest reserve managed by the Ghana Forestry Department. A few small-scale farms have been admitted within the Atewa Range Forest Reserve boundary.*

The *Pressures* section of the form has an optional *Pressures description* field. Users are encouraged to provide a summary description of the main threats to the site. Detailed threats are required in the *Pressures and Actions* page so this should be a short description that can be used on the KBA factsheet or elsewhere. For example, *The Queen Elizabeth National Park KBA is threatened by various types of resources extraction: Cobalt mining outside the park in the north has led to heavy metal pollution affecting the vegetation; mining for lime is ongoing in the northeast of the park in a 1 km² concession; although some extraction is licenced, local communities also enter the park illegally to extract firewood and grass for thatch and fell trees for timber. Hunting of wildlife also takes place, mostly for local consumption but some for trade and for trophies (e.g. Ivory and lion parts). Large carnivores are threatened by poisoning in retaliation for attacking livestock which are brought into the park illegally. A hydroelectric dam in the north-east has also affected the only population of the cycad, Encephalartos whitelockii, that is one of the KBA triggers for the site.*

The *Additional details* section captures the final titbits of information. In *Side notes*, proposers can provide any additional notes that may help explain to the RFP and any reviewer some of the text that is provided on this page. *References* field is available to put in the citations for any references mentioned in the text fields.

Finally, in the *Contributors* field, users should list the main contributors to the proposal or re-assessment of the KBA. Contributors' contact details should **not** be added here, as this information will be made public on the site Factsheet. This field should include all contributors till date—i.e., please **do not delete** information in this field when you are reassessing the site; always add to the list as relevant.

3.4. Map page

The map page (Figure 12.) is where the shapefiles relevant to the site are uploaded and checked. If a new proposal, then a new shapefile for the site will need to be loaded here. If you are re-assessing a site, you can edit a boundary in this page or do it in GIS software and upload a new shapefile. The capabilities for editing are limited in this tool so that it is recommended that shapefiles are developed in GIS software and uploaded.

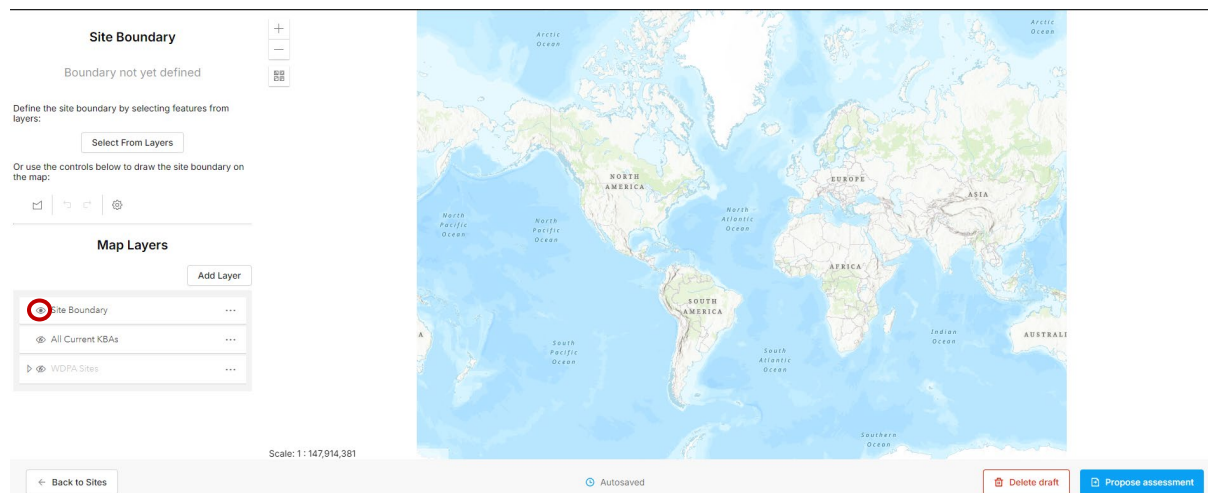


Figure 12. Map page. To see the site boundary click on the eye icon labelled Site Boundary (circled red)

1. Uploading a boundary from the user's device

You may upload any boundary from your device to the mapping interface for use in defining all, or part of your KBA boundary (note that an uploaded boundary may be edited following upload), as follows:

- 1.1 Ensure the map file is:
 - a. in [shapefile](#) format,
 - b. under 5 MB in size,
 - c. projected using a geographic coordinate system (WGS84, Decimal degrees Lat Long),
 - d. zipped (the zipped file must contain all relevant parts .shp, shx, etc compressed into one file (*.zip format only)).
- 1.2 Check that your boundary shapefile has no topological errors such as gaps, self-intersections, holes, etc. The [Check Geometry](#) tool in ArcGIS and the [Geometry Checker](#) plugin in QGIS are useful tools.
- 1.3 If your boundary is failing to upload or you have complex boundaries check if your file includes boundaries for multiple KBAs. If so, split the KBAs into individual files to upload to reduce file size and complexity.
- 1.4 Your shapefile can contain the boundaries of one or more KBAs (you will have the option to select the KBA that you would like to use in the system). The shapefile you upload will not remain in the system if you switch to a new assessment, so you will need to re-upload shapefiles for every site assessment, so it is best to keep this file relatively small (quicker upload), ideally less than <5MB
- 1.5 Under the *Map Layers* section in the left-hand panel, click *Add Layer* (Figure 13)
- 1.6 A pop-up will open with two tabs – [Upload Shapefile](#) and [Link to URL](#). Ensure *Upload Shapefile* tab is selected and click the Upload file button.

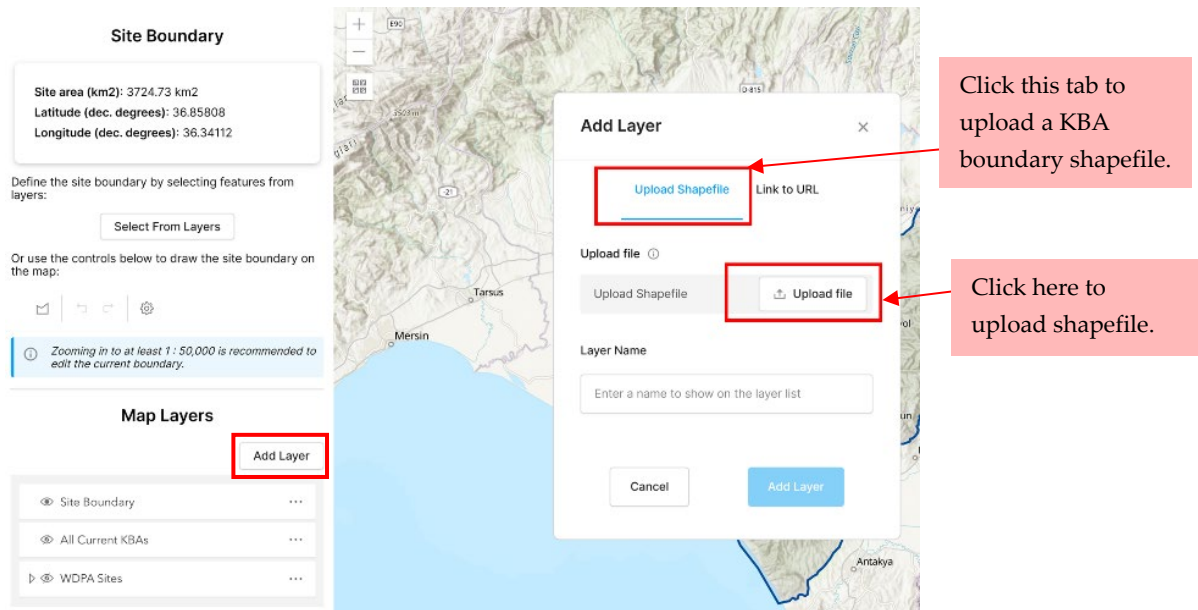


Figure 13. Uploading site boundary

- a. Navigate to your zipped file with the relevant shapefile
 - b. Provide a suitable, brief, title for the shapefile you are uploading in *Layer Name* and click *Add Layer*
- 1.7 If you find that you cannot upload a boundary, please send us the zipped boundary directly to gill.bunting@birdlife.org. We may be able to provide you a URL of your boundary which you can copy-paste directly into the Link to URL tab in the Add Layers pop-up (Figure 14).
- a. Repeat Step 1.5 above (add a map layer). This time ensure the *Link to URL* tab is clicked open.
 - b. Paste in the URL.
 - c. Click *Verify URL* and click *Add Layer*

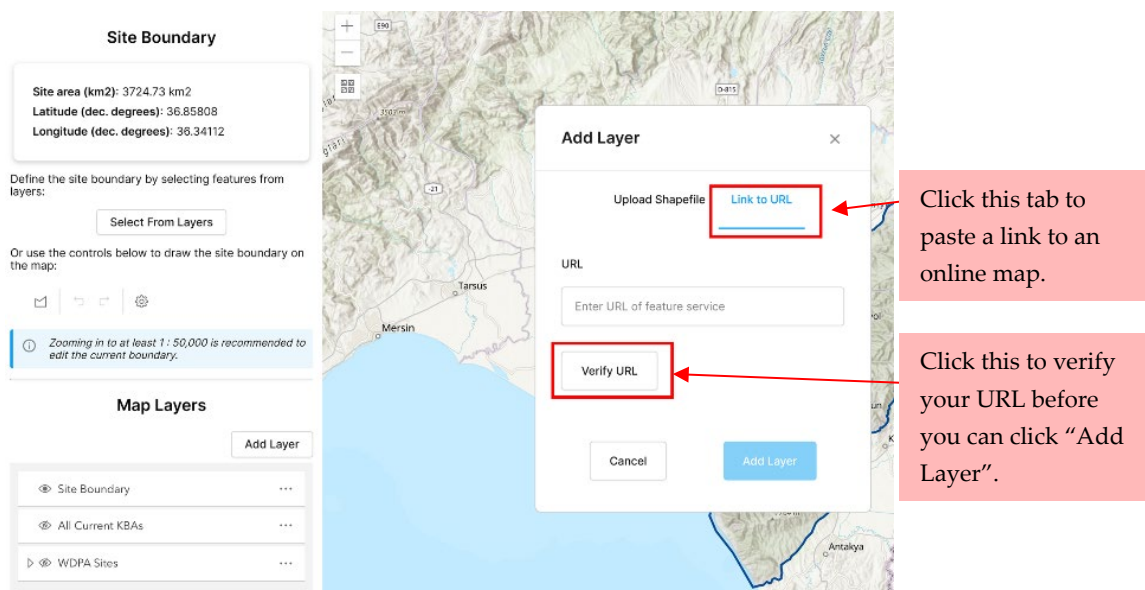


Figure 14. Adding link to feature service URL.

- 1.8 Once your boundary shapefile is uploaded, you will see this visible under the Map Layers in the panel to the left (Figure 15.).

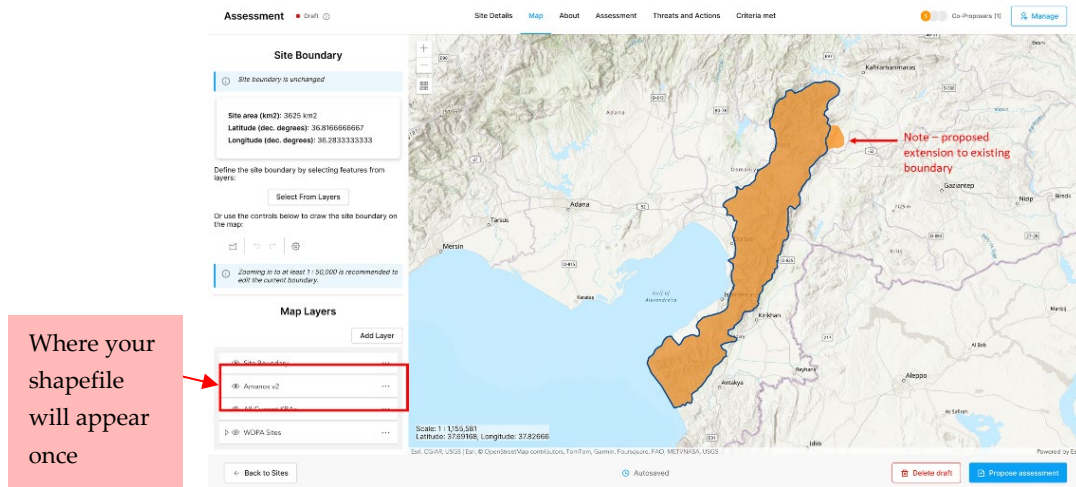


Figure 15. Mapping boundary on interface after uploading.

- 1.9 To add this boundary as your new KBA boundary – first click the *Select From Layers* button (Figure 16).

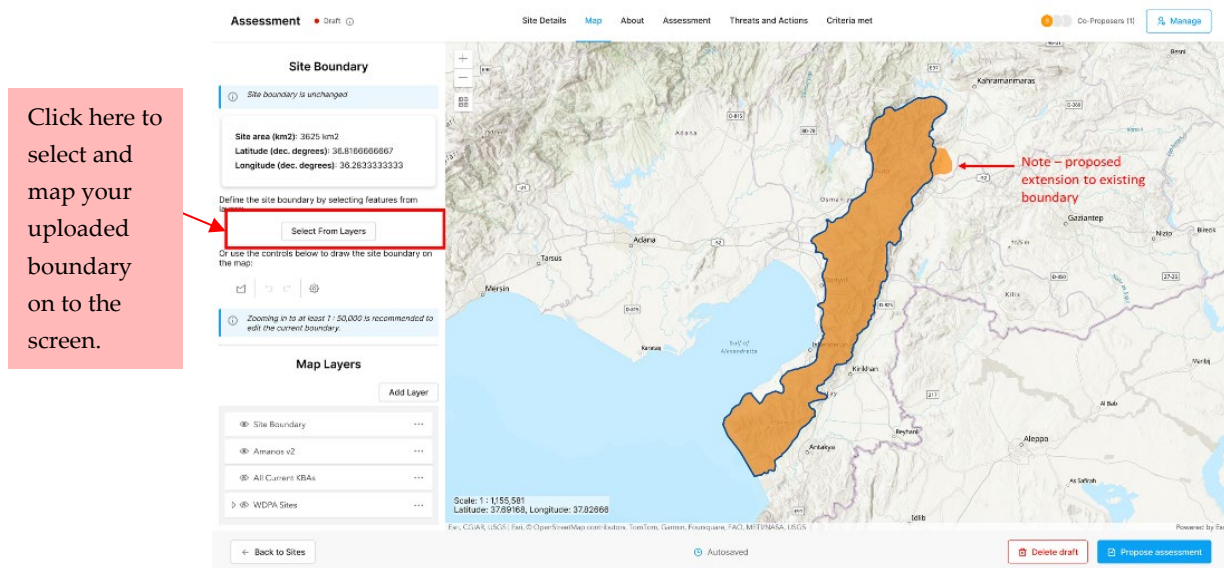


Figure 16. Selecting your uploaded boundary as the KBA boundary.

- 1.10 Select the boundary layer that you just uploaded from the existing layers that WDKBA provides in the drop-down menu (Figure 17).

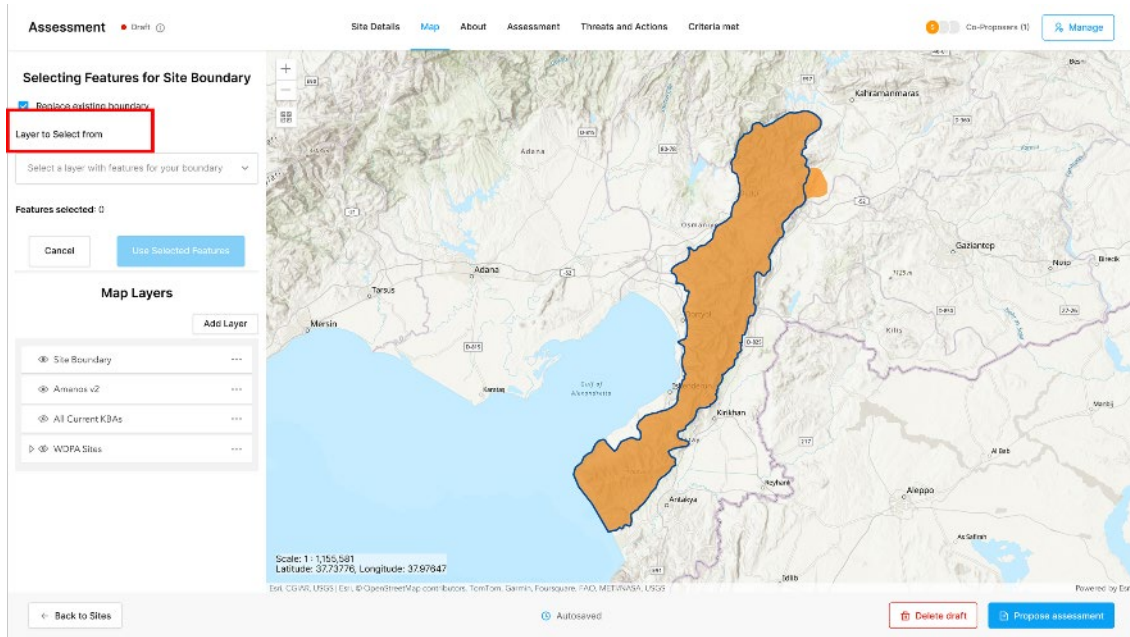


Figure 17. Selecting uploaded boundary from drop-down menu.

1.11 You may then select the relevant boundary and click *Use Selected Features* (Figure 18)

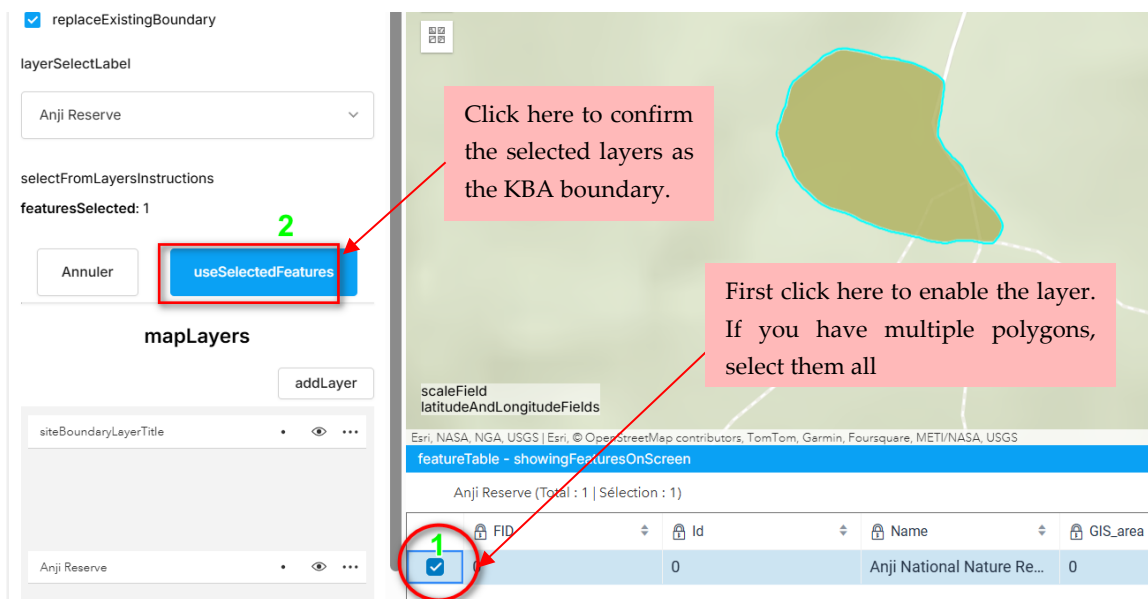


Figure 18. Selecting uploaded boundary from drop-down menu.

- 1.12 If you are replacing an existing boundary with a new boundary, ensure *Replace existing boundary* is selected.
- 1.13 If your new boundary overlaps an existing KBA, you will see a warning message (left panel in red) notifying that the uploaded boundary overlaps an existing KBA boundary (Figure 19). In such cases you should ensure relevant consultations have

been undertaken to resolve the overlap prior to proposing your assessment. You may ignore this message if you are planning to reassess the overlapped site(s) as part of the reassessment process underway.

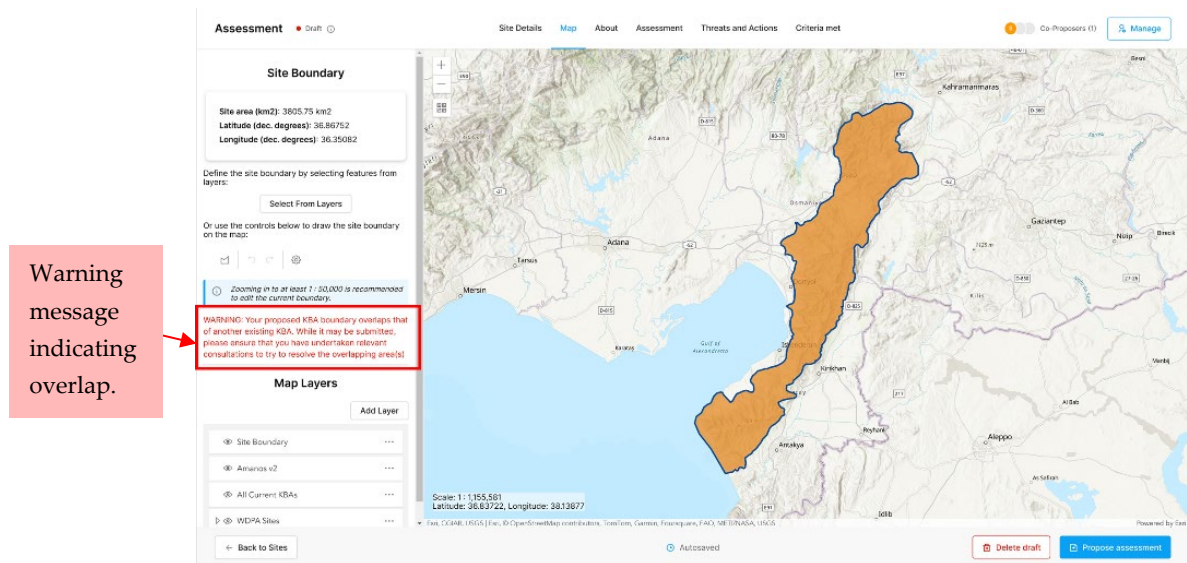


Figure 19. Warning message indicating overlap with another KBA boundary.

- 1.14 If you wish to delete a boundary after uploading it (or following edits), select the boundary shapefile so it is highlighted light blue, and select *Edit without zooming* or *Zoom and edit* in the pop-up window. A trashcan icon will appear on the left-hand panel (Figure 20.).

Warning: once you delete a draft boundary, you will not be able to retrieve it.

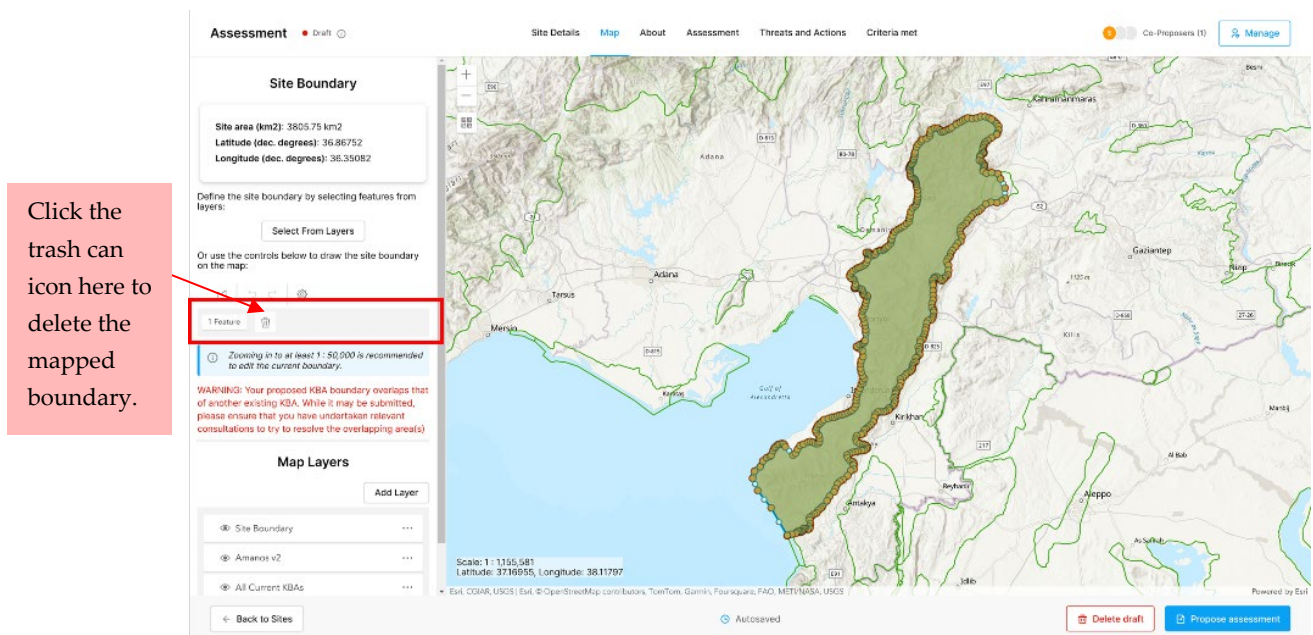
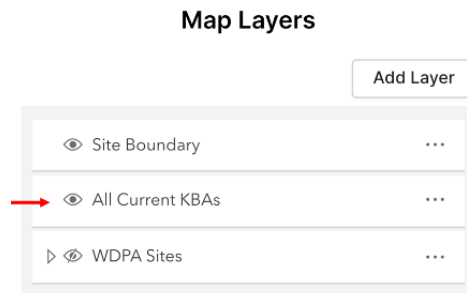


Figure 20. Deleting a boundary once it has been mapped on the screen.

- 1.15 KBA boundaries may be viewed at any stage by clicking on the 'eye' for *All current KBAs* and the same done for existing protected area boundaries held in the World Database of Protected areas (WDPA).



Note: Current KBA boundaries (apart from the active site boundary) have green boundaries; delisted sites have grey boundary; and superseded sites have orange boundary.

2. Adopting your KBA boundary using another available boundary

You may also use another existing boundary such as from the WDPA to form part or all of your KBA boundary as follows by repeating 1.8 and 1.9 above, only this time selecting the WDPA layer.

3. Creating your boundary 'on-screen' within the WDKBA

If you don't have GIS capacity and would like to digitise your KBA boundaries on-screen, you may do so using the functionality within the system.

- 3.1 Under the *Site Boundary* section in the left-hand panel, select the polygon icon  and click on the map to draw vertices¹

- 3.2 Click on the map to lay down your vertices and click on the first vertex to finish. See section 4 below edit your boundary once you've created it (Figure 21.).

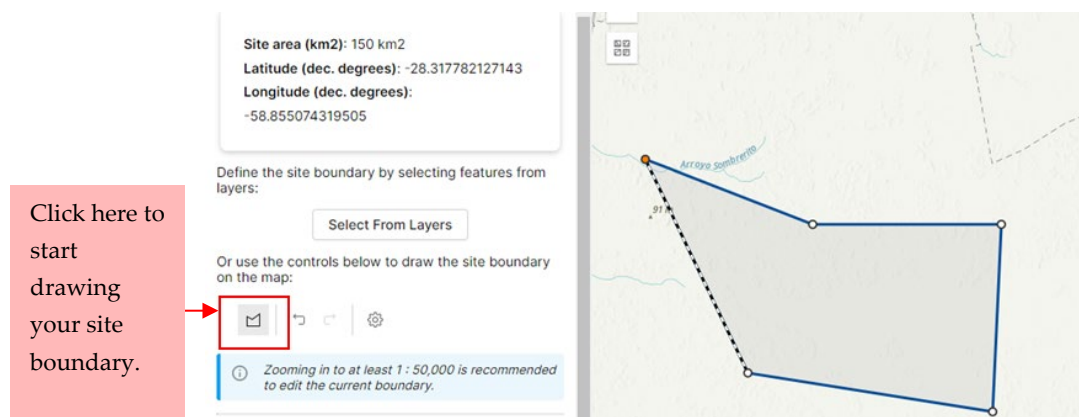


Figure 21. Drawing site vertices.

¹ Vertices are points in a polygon where two edges meet, defining the shape of the polygon.

- 3.3 To help improve the digitization, you can click on the Settings icon to enable *snapping* (Figure 22.), so vertices of your site boundary can be easily aligned with those of existing KBAs and/or other layers such as the protected areas from the WDPA as you progress through the digitising process.

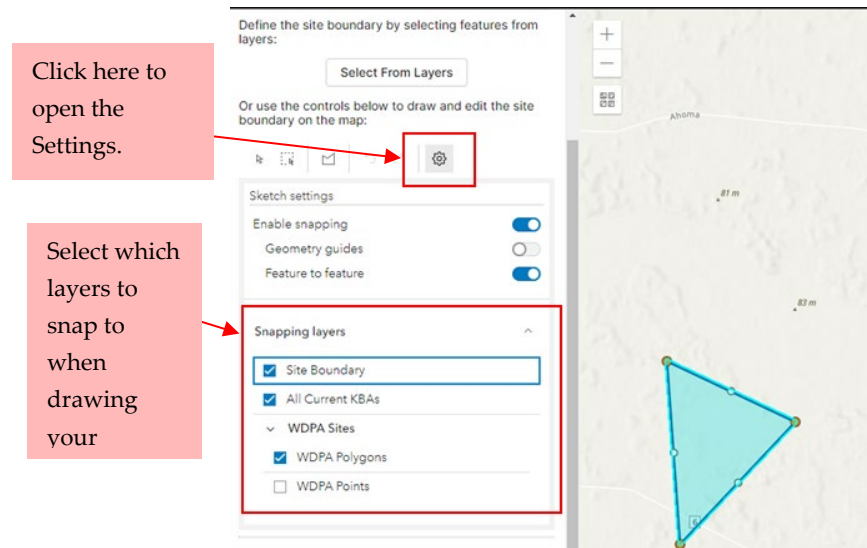


Figure 22. Turning on “Snapping” to help draw site boundaries.

- 3.4 Please take note of existing KBA boundaries (see 1.12 above) and avoid overlaps using the tools and tips advised above.
- 3.5 If you wish to delete the boundary at any stage, follow step 1.14 above.
- 3.6 If at any stage, you wish to undo a recent action you may hold the CTRL key and click Z (for as many actions as you need to undo).

1. Editing an existing boundary within the WDKBA

There may be cases where you wish instead to edit an existing KBA boundary on screen. A boundary may be edited on screen at any stage prior to proposing an assessment or reassessment, including following the upload of a boundary (e.g. some modifications may be required to a protected area being adopted as the KBA boundary) as follows:

1. Select an appropriate basemap using the icon  to the top left-hand corner of the map screen (note that an imagery layer is available that may be a better option for digitising because it generally provides more detail)
2. Click on the boundary so it's highlighted in light blue and select *Zoom and edit* or *Edit without zooming* in the pop-up window (Figure 23.).

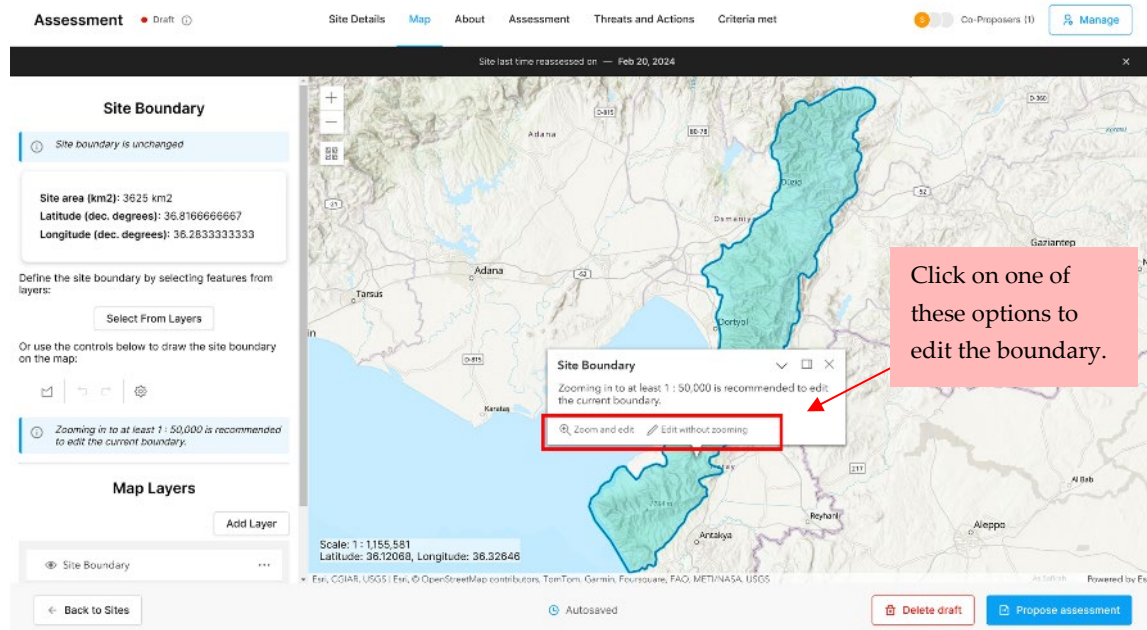
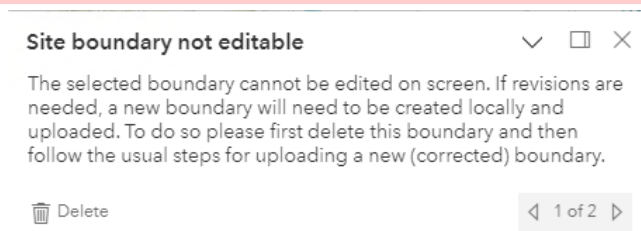


Figure 23. Editing an existing boundary, after selecting it on screen.

Warning: If your boundary is too large or is too complex (too many vertices), you will receive a warning as part of this popup instead, notifying that you cannot edit your boundary on-screen in the WDKBA, and that you must first delete the existing boundary and then upload a suitable replacement boundary to the WDKBA.



- You will see that your boundary is available to edit by the presence of the vertices that define its shape (Figure 24.). Move (click, drag and drop) the orange vertices to change the boundary as needed. You can add more vertices by clicking on the white dots along the boundaries. You can also add boundary (part of the same site) by clicking on the polygon icon .

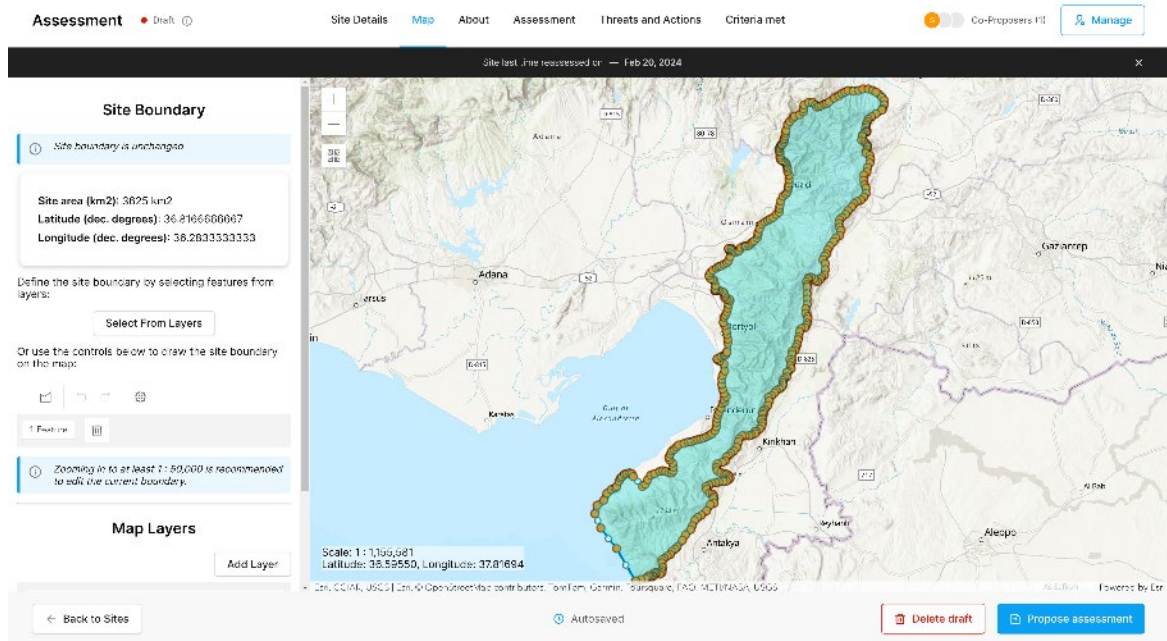


Figure 24. Editable site polygon highlighted in light blue, with yellow dots as the vertices.

4. Please zoom in to improve resolution as relevant (the system will add vertices automatically for editing) (Figure 25.).

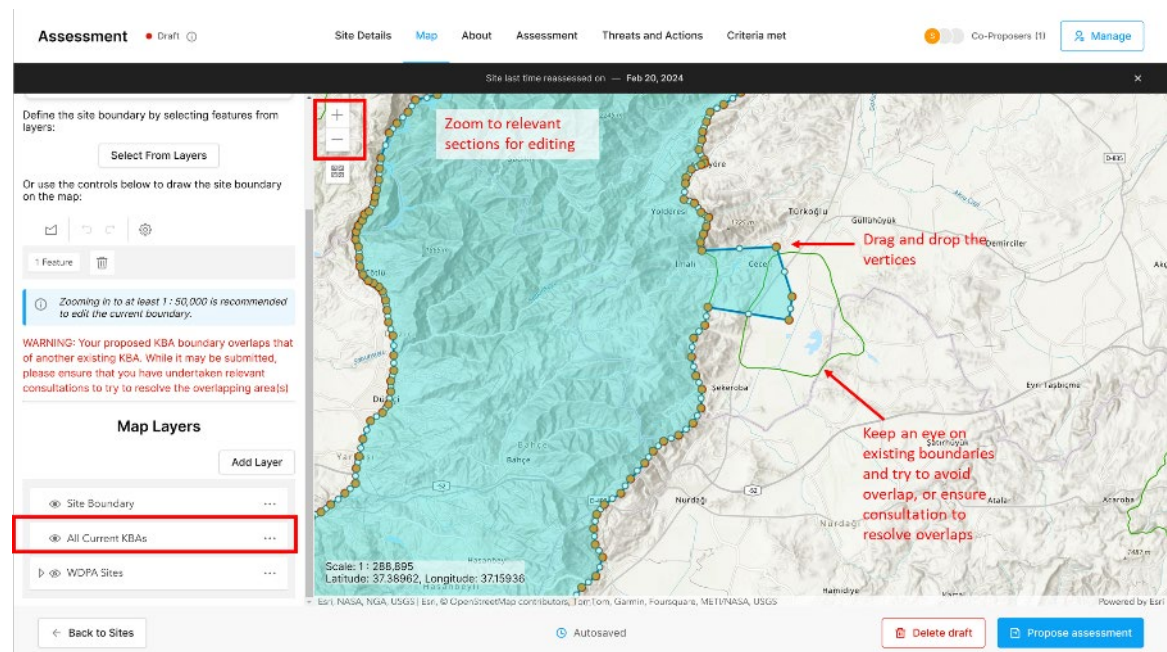


Figure 25. Editing the boundary.

5. Unfortunately, tools are not available for selecting and moving entire boundaries as yet, and if you need to do so you will have to instead either upload a correct boundary (section 1 above) or redraw the boundary on screen (section 3 above).
6. Once you have finished editing your boundary, it is important to **click anywhere else on the map to deselect the boundary to save your edits.**

Wait and ensure that you see the “Autosaved” message appear on the bottom of your screen.

7. **Please note** that broadband connection can affect the speed at which boundary shapefiles render for you on screen, and the speed at which your boundary is saved.
8. As above, if at any stage you wish to undo a recent action you may hold the CTRL key and click Z (for as many actions as you need to undo).

3.5. Assessment page

The Assessment page (Figure 26.) is where the proposer provides key data used to assess whether a KBA element triggers any of the KBA criteria. Separate sections on the page are provided for 1. Species (Criteria A1, B1-B3, D1-D3); 2. Ecosystem Data (Criteria A2 and B4); 3. Ecological integrity (Criterion C) and 4. Irreplaceability (Criterion E). In this page, you will also be able to upload files with technical or sensitive details that support the assessment data that you provide. The files uploaded in this section will only be visible and accessible to the KBA Regional Focal Points and the KBA Secretariat; once the site is confirmed, the files uploaded here will not be available.

Navigation bar: About Site Details **Assessment** Threats and Actions KBA criteria

Species
Details for species assessed at the site ⓘ

Search by Scientific name... Add species

Ecosystem Data
Details for ecosystems assessed at the site ⓘ

Ecosystem name ⓘ Enter Ecosystem name

IUCN Red List of Ecosystems category ⓘ Select Ecosystem category

Global extent (km2) ⓘ Enter minimum extent at site

Minimum extent at site ⓘ Enter minimum extent at site

Best estimate of extent at site ⓘ Enter best estimate of extent at site

Maximum extent at site ⓘ Maximum extent at site

Year of ecosystem data ⓘ Provide year(s) of evidence (e.g. 2018-2020)

Figure 26. Top of the Assessment page.

1. *Species*: In this section, multiple species can be listed by name and their values for the global and site assessment parameters provided. Start by typing in part of the scientific name of the species you want to assess. This will generate a short list of species names

(up to 6 options) as you type more of the name you will eventually find your species. The underlying list of names used here is the SIS list used for the IUCN Red List of Threatened species which includes many more species than those assessed for their threat status. If the name of your species of interest is not on the list, please contact the relevant [Regional Focal Point](https://www.keybiodiversityareas.org/about-kbas/kba-programme/regional-focal-pointsmailto:info@keybiodiversityareas.org) (<https://www.keybiodiversityareas.org/about-kbas/kba-programme/regional-focal-pointsmailto:info@keybiodiversityareas.org>) as it will need to be checked that it is a recognised species and added to the SIS list before it can be proposed as a KBA trigger element. Species that are range-restricted (criterion B2) or endemic to an ecoregion or bioregion (criterion B3) are also pre-calculated for most species assessed on the IUCN Red List. If you have species that are not assessed on the IUCN Red List as KBA triggers you can propose these as range restricted (if their global range area is smaller than the threshold for that taxonomic group) or eco/bioregion restricted. Submit these to the KBA Secretariat in advance of submitting the proposal.

Once a species is selected, a new window opens with two main sections: *Species* and *Assessment*. In both sections many fields will be pre-populated from the SIS list. The fields listed under *Species* will be pre-populated from the SIS and other KBA-related analyses (Figure 27.). Fields in this section that are pre-populated include common name, taxonomic group (used to apply the criteria B2/ B3), Global IUCN Red List category and criteria, whether it is possibly extinct, whether it is a sensitive species, the range restriction and eco/bioregion restriction status, and the assessment system as the IUCN Red List. These fields are not editable, except for a species that does not have a Global IUCN Red List assessment. If a species is on SIS but not assessed for its threat status it may be assessed under a different but widely used system such as G-Ranks used across North America. In such cases, the IUCN Red List category field is editable, the proposer may indicate an equivalent IUCN Red List Category and provide further details about the assessment system. At the end of the Species subsection, whether the species is considered globally sensitive is also a pre-populated field (Figure 27). If you have a species that is not considered globally sensitive, but is sensitive at the site, you will be able to indicate this at the end of the Assessment subsection. [Species that are considered globally sensitive](#) are not visible in the KBA factsheet list of species—proposers should avoid listing it in the Rationale (KBA identification). If the sensitive species is the only trigger element of the site, then the site will in the WDKBA but will not be viewable to the public.

In the *Assessment* section, the season that the site is important for the trigger species should be selected. If a species is present year-round then Resident is the default option, and the user may select an alternative if applicable (breeding, non-breeding or migratory (stop over sites) for species that migrate (See section 2.2.3 of Guidelines)). The assessment parameter you are applying should also be selected. Once selected

some global fields may be pre-populated if data exist in SIS such as for Mature Individuals or Range area.

Scientific name		Common name	Optional
Gorilla beringei		Eastern Gorilla	
Taxonomic group	Optional	IUCN Red List category ⓘ	Optional
Mammalia		CR	
Possibly Extinct	Optional	Assessment system ⓘ	Optional
No		IUCN Global Red List	
IUCN Red List criteria	Optional	Globally sensitive species ⓘ	Optional
A4bcd		No	
Range-restricted ⓘ	Optional	Ecoregion/Bioregion-restricted ⓘ	
No		No	

Figure 27. Example of species section pre-populated for Eastern gorilla (*Gorilla beringei*). If you click on the Scientific name of the species, you will be taken to the Red List Assessment of the species, where it is available. Note that the pre-populated fields are light grey; editable fields are white.



Note: Once an assessment parameter is selected there is no way to adjust the season or assessment parameter thereafter. However, the solution is easy - just delete the section and select a new assessment parameter. Similarly, if you are reassessing a species listed in a legacy assessment that has no previous assessment parameter, when you select an assessment parameter you will see that the container that includes all of the global and site fields is duplicated – here just delete the first one and proceed to provide your details through the second container.

If you want to apply additional assessment parameters to the same species, you need to complete one and then click on *New parameter* option at the bottom of the species assessment page. However, it is recommended that you provide a single parameter that best reflects the occurrence of the species at that site.

Global Estimates: Here there are options to provide the min, best and max values for the global values of an assessment parameter. If you only have one value (e.g., the global range area from the IUCN Red List range polygon) then you only put this in the 'Best' field and leave 'Min' and 'Max' blank. Give the *source* of the data including full

references to publications and DOI/URL links to relevant web pages to help find the data. *Side notes* should be used to provide notes to help the reviewer and KBA RFP understand the values you have provided – this will be needed in particular if you are changing the estimate from the Red List account. If better quality of global estimates exists (e.g., more up-to-date or one derived from improved methods) than the pre-populated numbers, you can enter the alternative values. However, you will need to justify the use of the alternative values in the source field by citing relevant publications that describe the need for a change in the global estimate and the reasons you consider the alternative values to be more appropriate. When you use ‘locality’ as an assessment parameter, you will need to provide a brief explanation for why you chose that assessment parameter. You will also need to provide a description of what constitutes as a locality for the species (for more information please refer to *Appendix A*).

Site estimates: This section requests the min and max year that estimates at the site level (of the assessment parameter) are obtained from. If the values are based on multiple population surveys, then the year of the earliest survey and the most recent survey should be entered in the min and max year fields, respectively. Otherwise, if the site estimate is based on one survey estimate, range etc., then the Year (min) field should be entered. Min, Best and Max values of the assessment parameter can be entered. Again, only put in the ‘Best’ value for single value estimates (such as area-based assessment parameters) if you don’t have confidence intervals. If you have the 95% lower and upper intervals of the estimate, use those for min and max values. Again, *Source* of the values for the site should list any publications in full and include DOI/web page to help reviewers access the information. The *Derivation of estimate* has a drop-down menu of options to select the most appropriate one for the data provided. *Evidence of presence* is a field where you include the evidence that the species is present in the KBA. This may be based on counts or regular sightings by visitors. It may be a particular expert who has visited the site, in which case give the name and e-mail contact of the person. We also want to know the most recent *Year (presence)* when the species was seen at the site. As well as confirmation of *presence*, we also need to know the estimates of the *Minimum number of Reproductive Units (RUs)* at the site for criteria that have a RU threshold (i.e., A1, B1, and B3b). A number should be given here together with the definition of 10 RUs in the adjacent field, *Define 10 RUs for this species*. We ask this to be sure that the RUs are being identified correctly for a species. The source of the RU data should, again, give full references and links to any website pages. If based on a visit by an expert, then reference the individual by name and provide their e-mail contacts as well as some context about their expertise and the visit(s).

Nature of occurrence is where a KBA proposer selects how the species occurs at the site which in turn will determine which criteria are applied to the species. Multiple options can be selected:

- Site regularly holds trigger in one or more life cycle stages (A1, B1) – justify that the species is regularly present (which can be during a particular season)
- Species is regularly occurring and range restricted (B2) – justify that the species is regularly present and range restricted.
- Site regularly holds trigger in one or more life cycle stages and is eco/bioregion restricted (B3a, B3b) - justify regular occurrence and eco/bioregion status (including name of eco/bioregion it is restricted to)
- Site part of the globally most important 5% of occupied habitat for the species (B3c) – justify that the site is part of the most important 5% of habitat
- Site predictably holds an aggregation in one or more life cycle stages (D1a) – justify that the species is aggregated where it occurs (defined as two or more orders of magnitude larger than species average numbers or density in the KBA Standard – see also section 2.8.1 in KBA Guidelines).
- Site predictably holds one of the 10 largest aggregations of the species (D1b) – this can only be applied if D1a cannot and justification is needed for the site being one of the 10 largest aggregations
- Site supports $\geq 10\%$ of the global population as a refugium during times of environmental stress (D2) – justify why the site is a refugium and from what threat.
- Site predictably acts as a recruitment source maintaining $\geq 10\%$ of the global population of the species (D3) - justify how the site is a source of recruitment for the species and that it maintains $\geq 10\%$ of the global population.



Warning: It is easy to overlook this field, *Nature of Occurrence*, and if you do not select the correct options then some criteria will not be applied and the species will not appear on the *Criteria met* page, or it won't trigger certain criteria if it does appear. Please be sure to inspect your assessments to ensure they meet the expected criteria before you click propose.

A *Justification* is requested for the selection of options D1a or D1b which should explain why the proposer states the species is aggregating at the site. In the *Source* field put in any publications or website pages that support the justifications you have given.

Finally, there is an *Additional details (site estimates)* field where a proposer can put additional notes to help the KBA RFP and reviewers assess the site assessment details given.

Once you have completed this section, you will see blue + *New Parameter* button. If you have a species that is considered sensitive at the site, then please tick the

box labelled *Sensitive species* (below + *New Parameter* button). You will then need to provide information about why the species is considered sensitive at the site.

Once the data for that species have been fully compiled and entered, the blue *Finish Editing* button (top right) should be clicked which returns you to the Assessment page where that species is now listed. Additional species can be added by typing in their names in the *Species search* field and completing the fields described above for each in turn. At any stage prior to the proposal of the assessment, you can return to edit any of the details provided for any of your selected species or add more species to the assessment.

2. *Ecosystem data*: Data about ecosystem extent for the global and site estimates are entered here to apply criteria A2 and B4. The *Ecosystem name* should be given together with the *IUCN Red List of Ecosystems category* if it has been assessed. The *global extent* in square kilometres should be entered as well as the *Min*, *Best* and *Max* of the site extent. It is expected that most ecosystem assessments will only have one measure of area and hence only a 'Best' value at the global level. The *Year of ecosystem data* should capture the year that the area estimate was made at/for the site – if based on imagery then use the year that the images were taken. In the *Source* field put the details of how the areas were calculated and, if published, reference the publications with DOI/URLs for any web pages.
3. *Ecological Integrity*: Any assessment of ecological integrity for a site (Criterion C) will require a more detailed report to be submitted about why the proposer believes the site to be ecologically intact and with minimal human impact (See section 5 of KBA Guidelines). Here, on the user interface a summary is required that can be used in KBA factsheets. First, the *ecoregion* name is selected by typing in some of the first letters of the name to generate a short list of options. Then the number of existing Criterion C sites for that ecoregion should be entered in *Number of sites*. The summary descriptions provided in the *Evidence for intact ecological communities* and the *Evidence for low human impact* fields will be used on the site factsheet, and so should be written in clear, simple language without much technical information. The technical details for both these fields will be provided in a separate report that is submitted with the proposal (uploaded on the *Assessment* page). Finally, the *Year of ecological integrity assessment* should be provided.

Template for criterion C sites can be obtained from the KBA website (<https://www.keybiodiversityareas.org/resource/Criterion-C-Proposal-Report-Template>). Please also get in touch with the relevant Regional Focal Point for more details and/or guidance by sending them an email (<https://www.keybiodiversityareas.org/about-kbas/kba-programme/regional-focal-points>). <mailto:info@keybiodiversityareas.org>



Warning: If you start typing text into the Criterion C section it currently registers the site as meeting Criterion C, so only edit this section if you are applying this criterion.

4. *Irreplaceability*: Any assessment of Irreplaceability for a site (Criterion E) will require a more detailed report describing the analysis made to calculate irreplaceability. This should be submitted first for review to the KBA RFP for your region and then nominated to the KBA Secretariat. Once this has been completed the confirmation box for *Irreplaceability assessment approved* can be checked and the value for *Irreplaceability score* and *Assessment date* provided. You will need to calculate which species or ecosystems trigger the irreplaceability score for the site and submit these separately to the KBA Secretariat.



Note: As you provide information on the relevant trigger species and ecosystems, a *KBA criteria met* band will appear above the *Species* list which will list the KBA criteria that the site meets.

KBA criteria met: A1a A1b A1c A1d

3.6. Pressures and Actions page

On this page (Figure 28.) the conservation actions that are being implemented at a site together with those that are needed can be selected from the [IUCN list of conservation actions](#). Multiple actions can be selected by checking the different options.

Conservation actions

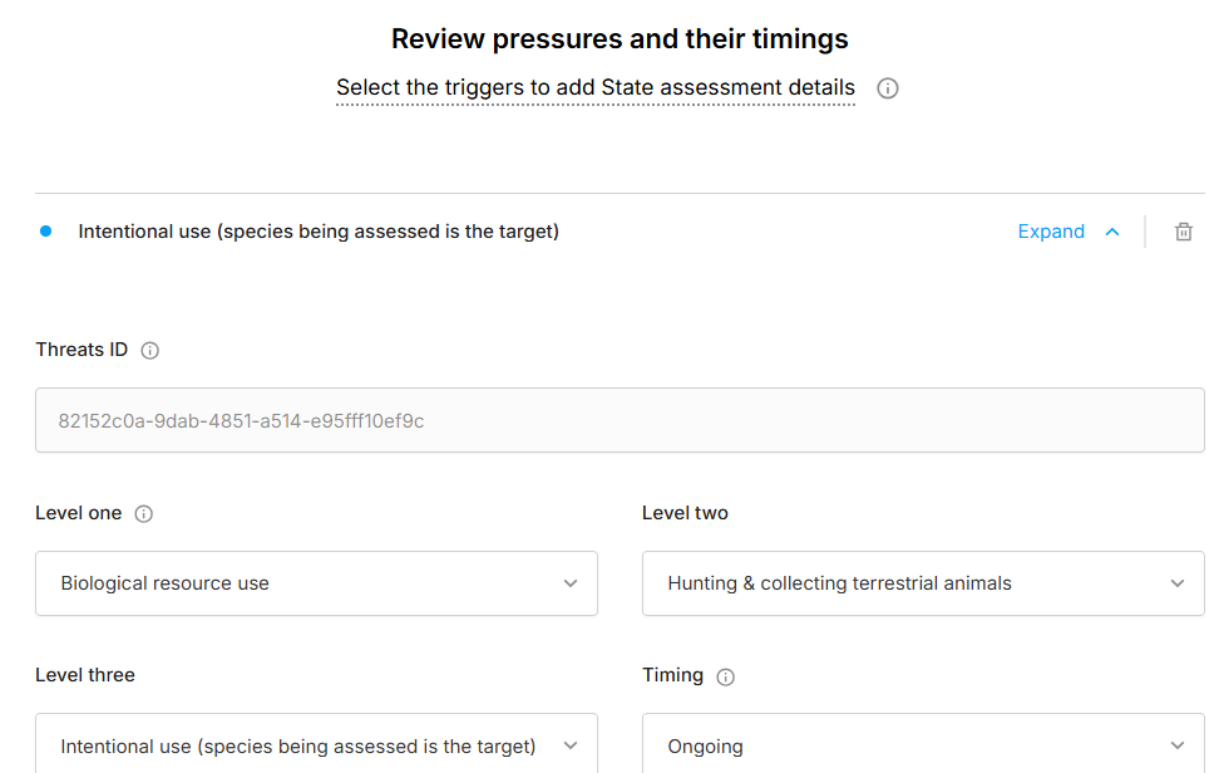
What actions are ongoing or needed at this site? ⓘ

A	Ongoing conservation actions at site Yes ▾
Subcriteria 1.1 Site/area protection, +1 ▾	
B	Additional actions of relevance to the trigger elements needed No ▾

Figure 28. The Action section of the Threats and Actions page with example actions selected.

Pressures can also be selected (Figure 29.) using the standard [IUCN classification of threats](#). This is a hierarchical list. If a threat selected has sub-categories, then these will be made

available for selection. The timing of the threat should also be selected from the available menu.



Review pressures and their timings

Select the triggers to add State assessment details ⓘ

● Intentional use (species being assessed is the target) Expand ^ | 🗑️

Threats ID ⓘ

82152c0a-9dab-4851-a514-e95fff10ef9c

Level one ⓘ Level two

Biological resource use ▼ Hunting & collecting terrestrial animals ▼

Level three Timing ⓘ

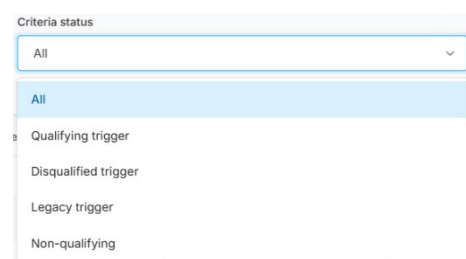
Intentional use (species being assessed is the target) ▼ Ongoing ▼

Figure 29. The pressures section of the Pressures and Actions page with example of a threat with three levels selected and the timing of the threat.

3.7. KBA Criteria met page

This page gives the results of calculation of the criteria met for different trigger elements based on information provided in the assessment page (Figure 30). If you think that any criteria expected have not been triggered in the calculator, please carefully check through the respective accounts to make sure all the required details or fields have been supplied. E.g., for species assessments, A1 will ONLY apply if all following conditions are met: the threshold was met, sufficient reproductive units were supplied; evidence of presence was described; and the relevant category in *Nature of occurrence* dropdown was selected.

Like the *Assessment* page, above the list of *Species*, there is a *KBA criteria met* band that lists all the KBA criteria that are triggered by the species and ecosystems at the site based on the



Criteria status

All ▼

Qualifying trigger

Disqualified trigger

Legacy trigger

Non-qualifying

information that you have provided. Above the table there is a search bar, in which you can search for the species using their scientific or known common name, and two drop-down menus, where one lists all the taxon groups that are included in the list, and the other lists the criteria status of the species. *Qualifying trigger* are species that meet at least one KBA criteria; *Disqualified trigger* are species that may have met a

KBA criteria in the past but no longer meet the KBA criteria during the reassessment. *Legacy trigger* are species that met criteria when they were originally assessed, but do not meet the updated criteria. *Non-qualifying* include species that do not meet the KBA criteria and are not legacy triggers.

KBA criteria met: A1a A1b A1c A1d E

Species
Species triggering criteria

Search: Search by scientific or common name

Taxon group: All Groups

Criteria status: All

Showing 7 of 7 species

Taxon group ↑	Season	Scientific name	Common name	Red List Cat.	Assessment parameter	Best estimate	RUs (Min)	% in site	Globally sensitive	KBA criteria
Aves	Resident	Grallaria carrikeri	Pale-billed antpitta	LC	Range	446		1.49%	No	-
Aves	Resident	Grallaria przewalskii	Rusty-tinged antpitta	LC	Range	446		2.34%	No	-
Aves	Resident	Phalacrocorax nigrogularis	Socotra cormorant	VU	Number of mature individuals	20,000	10000	9.09%	No	A1b
Aves	Resident	Xenoglaux loweryi	Long-whiskered owl	VU	Range	283.24		17.44%	No	-
Mammalia	Resident	Akodon orophilus	El dorado grass mouse	LC	Range	374	10	1.10%	No	-

← Back to Sites Autosaved Delete draft Propose assessment

Figure 30. Example of *Species* list in the *Criteria met* tab of a site. *KBA criteria met* band lists the KBA criteria that species and ecosystems meet, based on the information provided in the *Assessment* page. You can also select a subset of the table by filtering by *Taxon group* and/or the *Criteria status* of the species.

3.8. Proposing the site

Finally, when all relevant fields on each of the five pages (About, Site details, Map, Assessment, and Threats and Actions) have been filled, the blue '*Propose assessment*' button should be clicked to propose your assessment. If all the details have been supplied in the mandatory fields, then this action will send the proposal with a notification within the WDKBA to the KBA RFP of that country, and they can start the review process for the site. If some mandatory fields are empty when you try to propose the site, then you will be notified on what sections of the assessment are lacking data. You will be able to find these fields marked in red. You will need to complete all required details before submitting a proposal.



Note: the proposal can be edited or deleted only prior to the site being proposed. Once proposed, a KBA proposer cannot edit the proposal further until the KBA RFP has responded with their review of the site, so only select this option when you are happy for the site to be formally proposed.

4. Re-assessment of existing KBAs

To re-assess an existing KBA or to add additional trigger elements to an existing KBA you will need to first find the site. Access the *Sites management* page (Section 2.1) and then select the

country in which the site occurs to find a short list of sites to choose from for that country.

The screenshot shows a web interface for selecting sites. At the top, there are three dropdown menus: 'Country', 'Year', and 'Assessment'. Below the 'Country' dropdown, a list of countries is visible, with 'Afghanistan' selected. To the right of the country list, there are two input fields: 'Site name (International)' with an upward arrow and 'Site ID' with a downward arrow.

You can also search for the site name and the Site ID number used in the WDKBA (SitRecId) in the search box in the upper right.

Select the site you want to re-assess and click on the vertical 3 dots on the far right. This opens a window that allows you to *View site* (i.e., check existing information on the site), *Assess biodiversity* (i.e., make a re-assessment of the site), or *Edit Only* (i.e., make some minor edits in the Site Details tab (Figure 31)).



Warning: Selecting *Assess biodiversity* or *Edit Only* makes the site un-editable by anyone else until you *Propose assessment* which sends the re-assessed site on to the RFP for review or *Delete draft* which deletes all changes made and reverts the assessment to the original. Therefore, only select *Assess biodiversity* when you are ready to make a re-assessment of the site and plan to complete it soon. Only select *Edit Only* when you would like to fix some typos in the *Site details* section of the previously approved assessment and you plan to complete it soon.

Country	Site name (International) ↑	Site ID ↓	Year ↓	Last proposer ↓	KBA status ↓	KBA classification	KBA criteria	IBA status	IBA criteria	Actions
Argentina	14 km west of Saladas	29696	2018	Kba Secretariat	Confirmed	Global	A1e	-	-	⋮
Namibia	30-Kilometre Beach: Walvis ...	6711	2001	Kba Secretariat	Confirmed	Global	A1b, D1a	-	-	View site
Netherlands	Aamsveen	45704	2016	Kba Secretariat	Confirmed	Regional	-	-	-	Assess biodiversity
Somalia	Aangole - Farbitto	6877	2001	Kba Secretariat	Confirmed	Global/Regional TBD	-	-	-	Edit Only
Peru	Abanico de Pastaza	100243	2023	Dávila Raffo Deborah Camila	Confirmed	Global	B1, B2	-	-	⋮

Figure 31. Sites page with the options to *View site*, *Assess biodiversity*, or *Edit Only*.

Selecting *Assess biodiversity* will bring up the same Assessment pages as described in section 3 except that in this case the original data will be populated in the fields. You can update text on the *About*, *Site details*, *Assessment*, and *Pressures and Actions* pages, replacing existing data or adding new trigger elements with their associated data, as well as submit a revised or edit the site boundary on the *Map* page. Please remember that if you add trigger elements there may be additional threats or conservation actions to list for the site that affect those elements.

If you want to remove any existing species that do **not** meet the KBA criteria, you can disqualify the species. To disqualify the species, you need to re-assess the species by selecting the re-assess button which appears next to the species name on the Assessment page (Figure 32.).

Existing triggers

• Carospiza brachydactyla	📅 Sat, Jan 1, 1994, 12:00:00 AM	✅	🔄 Reassess
• Curruca mystacea	📅 Sat, Jan 1, 1994, 12:00:00 AM	✅	🔄 Reassess
• Eirenis levantinus	📅 Fri, Jan 1, 2016, 12:00:00 AM	✅	🔄 Reassess
• Hippolais languida	📅 Sat, Jan 1, 1994, 12:00:00 AM	✅	🔄 Reassess
• Irania gutturalis	📅 Sat, Jan 1, 1994, 12:00:00 AM	✅	🔄 Reassess

Figure 32. The *Assessment* page when a re-assessment is being made showing that each existing trigger species can be re-assessed independently. If only a subset of species can be re-assessed at the same time, then different dates will show for the species, only showing the latest date for those that are re-assessed.

If the re-assess button next to a species is selected the proposer can edit the site values for the species and give updated survey data for the species. If a species is deemed to no longer qualify then there is the option to disqualify the species. If the species is no longer a current taxonomic entity, you will be prompted to disqualify the species when you click reassess. To disqualify a species, look at the bottom of the species assessment section, below the global and site data, where you will find a drop-down menu with options which allows the proposer to give reason(s) why a species no longer qualifies as a KBA trigger species (Figure 33.). You will first need to de-select 'Qualifies', then you will be able to select the reason(s) why the species no longer meets KBA criteria. For more explanation on the reasons why the species may not qualify anymore, see Box 6.

Box 6. A brief explanation of what each option in the 'Reasons why species does not qualify' menu mean.

- Improved site information
 - The original identification was based on incorrect or incomplete information, so the trigger never actually met the KBA criteria.
- KBA criteria revision
 - KBA criteria have been updated, so a trigger that previously qualified under one or more KBA criteria no longer qualifies.
- Taxonomic revision
 - Species taxonomy changes so it no longer qualifies as a trigger.
- Revision to Red List status
 - Trigger element is no longer globally threatened under the IUCN Red List of Species, or the Red List of Ecosystems.
- Revision of global threshold

- Global percent threshold required at the site has changed and the trigger no longer meets it.
- No longer geographically restricted
 - Updated information shows that the species is not geographically restricted.
- Genuine decline, irreversible
 - Decline in the population percentage of the species at the site that the species would not be able to recover from.
- Genuine decline, reversible
 - Decline in the population percentage of the species at the site, but that could be reversed (either naturally, or with targeted interventions)
- Genuine decline, other factors
 - Decline in population percentage of the species at the site.

Reason(s) why species does not qualify ⓘ

Qualifies ▼

☒ Qualifies
☐ Improved site information
☐ KBA criteria revision
☐ Taxonomic revision
☐ Revision to Red List status
☐ Revision of global threshold

1 selected
 Cancel

site estimates - e.g. if you are delisting an ecosystem or if you are changed based on some other evidence

Figure 33. Additional field that appears for a species re-assessment that allows a proposer to state why a species no longer qualifies as a trigger species. Please deselect *Qualifies* first and then, select the appropriate reason(s).

If you want to delist the whole site, then all biodiversity elements need to be disqualified first, and the site proposed for the RFP to review and KBA Secretariat to delist. In addition, in the About page and some fields in the Site details page, you will need to explain why you are disqualifying the species, and confirmation that the previous proposer approves of the disqualification of their species of interest.



Warning: If you add trigger elements or revise data during the re-assessment, please check and update text fields in the Site details page, particularly the *Rationale* (KBA identification) as well as *Manageability* and *Delineation*, particularly if any changes to the KBA boundary have been made after consultation with the previous proposer. Please do not delete the existing text in the *Contributors* field but add to it by listing the contributors to this assessment.

5. Review comments

When *Propose Assessment* is selected and all fields are correctly filled then the proposal will be visible to the KBA Regional Focal Point (RFP) for that region of the world. They will review the proposal, sometimes engaging additional experts for some of the species, and provide comments. When the RFP has submitted their comments, the proposer will then see their proposed site back in their 'My sites' list as a *Draft* and with a notification bell message that the comments have been provided (Figure 34.). Alternatively, if the RFP is happy with the proposal and has no further comments they will approve the assessment, at which point you will be notified that you may nominate your assessment.

Country	Site name (English) ↑	Site ID	Year ↓	Proposer ↓	Status ↓	Assessment ↓	Criteria	Actions
RWA	Cyam	200097	2022	Plumptre Andy	Under assessment	Draft	-	⋮

Figure 34. When a reviewed site is returned, it appears as a *Draft* in the *My sites* list, and the notification bell will be flagged with a message stating comments have been made by the RFP.

If the RFP has feedback and the site is returned to *Draft*, you can access your assessment information and the comments by once again selecting the 3 dots on the far right under *Actions* and this time selecting *Edit* to open the proposal and view the RFP's comments. At the bottom of the screen is a button for *Comments* (Figure 35.).

Assessment ● Draft ⓘ

About Site Details Assessment Threats and Actions KBA criteria

Co-Proposers (0) Invite

Your site proposal is in Draft state and has not been sent yet for approval

About proposal

What KBA criteria are you assessing for this site ⓘ

A	Threatened Biodiversity	Yes
Subcriteria		
A1 Threatened Species		
B	Geographically Restricted Biodiversity	No
C	Ecological Integrity	No

Back to Sites Autosaved Comments (3) Delete draft Propose assessment

Figure 35. Window that appears when Edit is selected with a new button for *Comments*.

Select *Comments* to open a window where comments can be reviewed. This will indicate the number of comments on the proposal at the top of the window and will list all the comments below. If there are many comments to address, then they can be viewed in subsets by selecting specific *Categories* of the proposal using the pre-populated list (Figure 36.). The comments should all be addressed one by one and, where required, changes made in the proposal.

Assessment ● Draft ⓘ

About Site Details Assessment Threats and Actions KBA criteria

Your site proposal is in Draft state and has not been sent yet for approval

About proposal

What KBA criteria are you assessing for this site ⓘ

A	Threatened Biodiversity	
Subcriteria		
A1 Threatened Species		
B	Geographically Restricted Biodiversity	
C	Ecological Integrity	

Back to Sites Autosaved

Comments (3) ⓘ

Type your comment...

B ⓘ A ⓘ @ ⓘ Cancel

Category All categories

AP Andy Plum regional focal point 2 minutes ago

Site estimate is to no decimal places. Given small global range please be more accurate

Reply No Replies

AP Andy Plum regional focal point 3 minutes ago

better description of the boundary of the site needed

Figure 36. Window with comments listed and showing the location of the drop-down menu for *Categories* option.

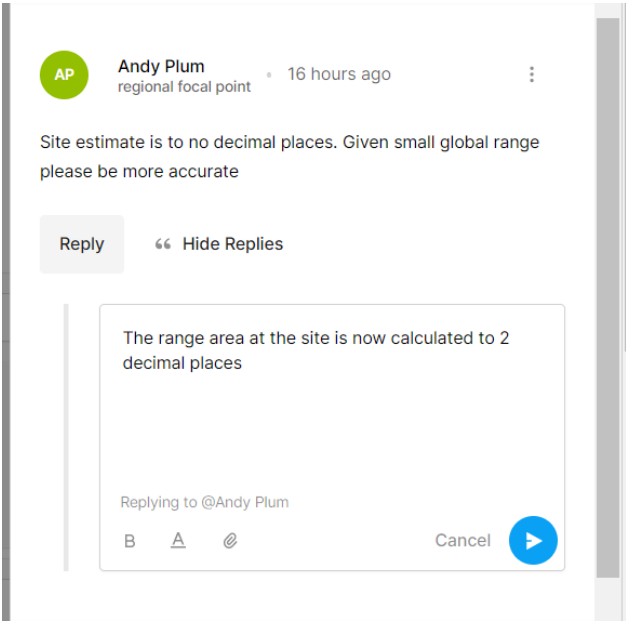


Figure 37. Example comment with response from proposer in the Reply box.

Each comment has a *Reply* button; the proposer should use this to explain how they have addressed the comment, so that the RFP and the Validation expert can see what the proposer has done to address the reviewers' comments (see example in Figure 37.).

When the Proposer has replied to and/or addressed all comments, they should close the comments window (click x at top right corner) and then click *Propose assessment* again. This will send the proposal back to the RFP to check the changes that have been made. On the *My Sites* page, this will be indicated now as proposed and cannot be edited further. If the RFP is happy with all the responses, they will *accept the proposal*

for submission. This will return it to the Proposer. However, at this stage, the site will appear in the *My sites* page as *Reviewed by RFP*. On the right side of the screen, there are three vertical dots under *Actions*. The Proposer can now *Nominate* the site to the KBA Secretariat by selecting the *Nominate assessment* option (Figure 38.).

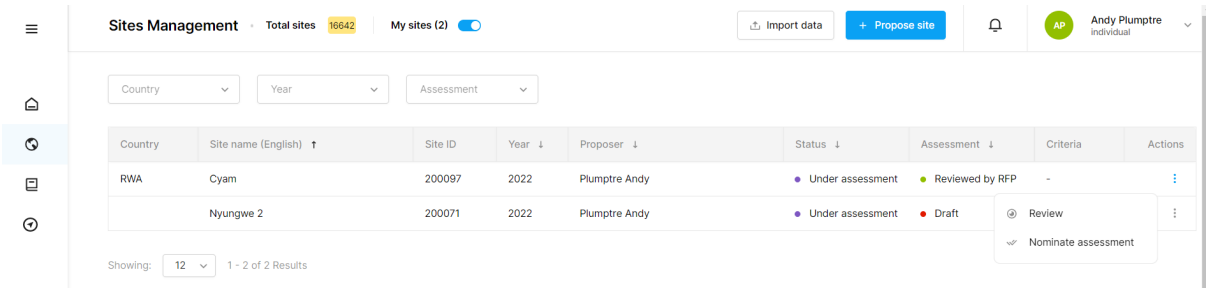


Figure 38. Site that has been approved by the RFP appears as *Reviewed by RFP* in the *My sites* page and there is the option to *Nominate assessment* under *Actions*.

Nominated sites are reviewed by the KBA Secretariat who may require further edits to the proposal and may have additional comments. If they do, they will return these as a *Draft*. The proposer should go through the same process to address the Secretariat comments and propose them. This returns the site to the RFP to check once more and when approved the proposer can nominate the site again. When the KBA Secretariat *Confirms* the site, it will be published in the WDKBA.

6. Monitoring KBAs

Once KBAs have been identified, they will need to be monitored to ensure that the sites continue to support the biodiversity elements within the site. Confirmed KBAs can be monitored by tracking and evaluating changes in the relevant biodiversity elements, and the threats, as well as the conservation measures in place. Monitoring will help identify conservation needs and evaluate the effectiveness of the legal protections and management strategies that are currently in place.

To ensure that monitoring evaluations of KBAs are consistent and comparable across different sites, a standardised monitoring protocol has been developed. We encourage organisations and individuals who are familiar with their KBAs to monitor their sites regularly (at least every 3-5 years but could be as frequent as annual) and participate in the KBA monitoring process by compiling the details required. In this section, we will first provide a brief description of the Guidance on the monitoring protocol, and then, provide a step-by-step guide on how to use the monitoring section in the WDKBA to monitor species and sites.

6.1. Entering the Monitoring section of the WDKBA

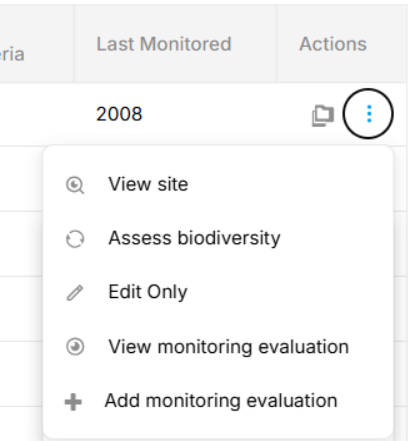


Figure 39. The actions that are available to the user on what they want to do related to the site assessment or monitoring.

In the *Sites management* page, when a proposer clicks on the ellipsis under the Actions column of the table, they will see five available options (Figure 39.). Click on the + *Add monitoring evaluation* option to start providing monitoring related information for the site.

When you enter the Monitoring platform, you will see the page layout as shown in Figure 40. Each time you enter the monitoring evaluation, you will enter the *About* tab of the site. Here you will be able to clarify which of the state, pressure, and/or response you will be providing information on by clicking the drop-down menu, as well as the quality of the data used.

When you select the relevant options that you will be providing information for this monitoring evaluation and *Apply* it, the navigation tabs for State, Pressure and Response will reflect the selection. The navigation tabs corresponding to the deselected options will be greyed out, and you will not be able to click on it (Figure 41.). This is to ensure that you will be able to submit the monitoring evaluation even if you do not provide any information for any combination of State, Pressure, and Response sections of the monitoring evaluation.

Monitoring evaluation • Draft

Site details **About** State Pressure Response Overview Guidance

About monitoring evaluation
Provide some general details about this evaluation ⓘ

Which of State, Pressure and Response will you evaluate? ⓘ
State, Pressure, Response

State data quality: ⓘ
Indicate the quality of your state data

Pressure data quality: ⓘ
Indicate the quality of your pressure data

Response data quality: ⓘ
Indicate the quality of your response data

< Back to Sites Autosaved Delete draft Submit evaluation

Figure 40. Once the relevant *Monitoring evaluation* options have been selected, the assessor will need to provide information about the quality of the data being provided.

You will also be able to upload relevant files to support your monitoring evaluation in this tab.

Monitoring evaluation • Draft

Site details **About** **State** Pressure Response Overview Guidance

About monitoring evaluation
Provide some general details about this evaluation ⓘ

Which of State, Pressure and Response will you evaluate? ⓘ
Pressure, Response

Pressure data quality: ⓘ
Indicate the quality of your pressure data

Response data quality: ⓘ
Indicate the quality of your response data

Figure 41. *About* page of the monitoring evaluation where assessors can *Select All* three options, or any subset of the options to add monitoring evaluations for. In this screen shot, the *Pressure* and *Response* options are selected, and *State* tab has been greyed out (circled green).

On the left, you will see the *Site details* tab. If you click on *Site details*, you will see the existing information about the site as it is in the WDKBA. The fields in *Site details* are greyed out and not editable. At the end of the right side, you will see the *Guidance* tab. In this tab, you will find detailed information explaining the type of information that you will need to provide to complete the monitoring evaluation (Figure 42.).

The *Guidance* tab has four sub-sections—Overview, State, Pressure, and Response. Each of these sub-sections have relevant information about the type of information that you will need to provide under the State, Pressure, and Response tabs. Please make sure to review the relevant sub-sections thoroughly before you start inputting the monitoring information.

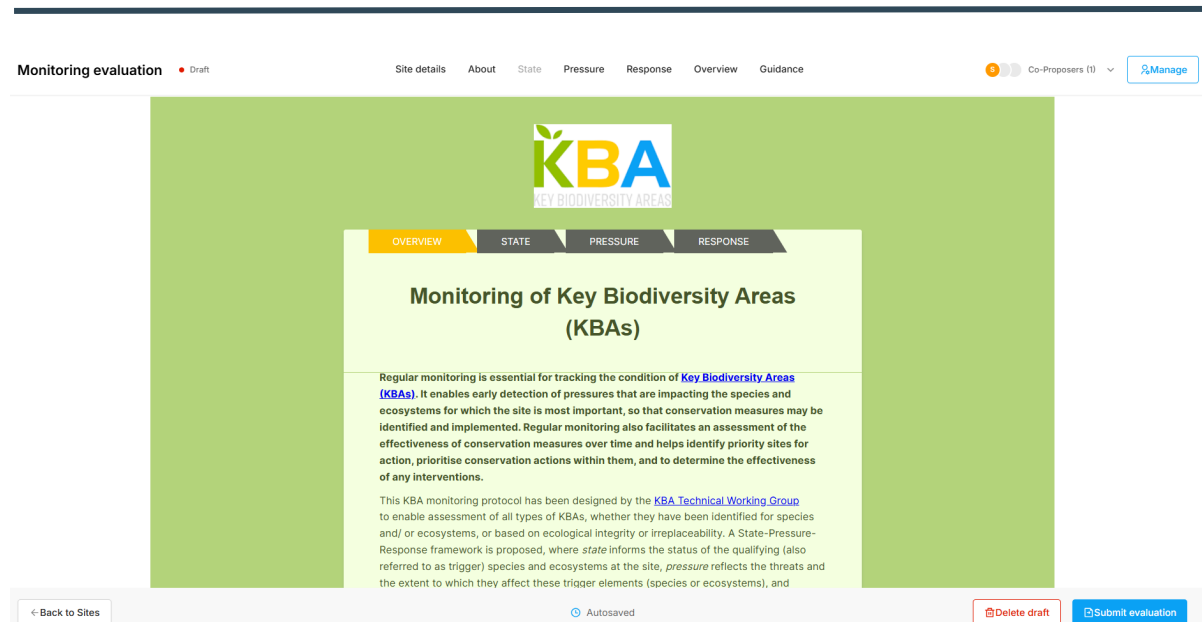


Figure 42. The *Guidance on the Monitoring evaluation options, with relevant Frequently Asked Questions.*

6.1.1. Monitoring State

State evaluates how the species or ecosystems that trigger a KBA are faring by comparing their current condition against a benchmark (i.e., the state in which the biodiversity element first met the KBA criteria).

For each trigger that they have information for, Assessors provide a current estimate to compare against the benchmark value. If direct data are unavailable, change can be inferred from other reliable information. State cannot be evaluated for new KBAs, or newly added triggers that have not yet been confirmed, since their benchmark values would be their current conditions.

Assessors can use national or regional population monitoring trends, information on key threats (to the specific species), habitat extent and condition, and expert knowledge (including information from local communities and indigenous peoples with justification) to infer state, when direct data are not available.

Ideally, all triggers are evaluated; however, where sites have many triggers, Assessors may select a representative subset across taxonomic groups, habitats, and ecosystems. Triggers should be measurable or inferable every 4-5 years, show detectable trends and be monitored consistently over time.

The default state evaluation parameter used for monitoring will be the assessment parameter originally applied in the KBA assessment, prioritising indicators sensitive to change, i.e., number of mature individuals for species, and extent and condition for ecosystems. However, the chosen parameter for a given species is flexible, and assessors are encouraged to use other more relevant metrics if needed. Any metrics used should reflect the condition of that species across the entire site.

6.1.2. Entering State data

In the *State* tab, you will be able to add the monitoring information about the state of the species. The species will be categorised according to their taxonomic class (Figure 43.). You are encouraged to evaluate all species; for sites with many trigger species you can select all species, all species within a particular class, or individual species. To provide the information, please tick the appropriate box(es). Once at least one of the species has been selected, you will be able to click the blue + *Add Species* button.

Site details About **State** Pressure Response Overview Guidance

State evaluation

Select the biodiversity elements that you wish to monitor for state ⓘ

Species Ecosystem

☐ Select all + Add species Open evaluation

☐ AVES

↳ ☐ *Dysithamnus occidentalis* Bicolored Antvireo (Resident)

↳ ☐ *Grallaria carrikeri* Pale-billed Antpitta (Resident)

↳ ☐ *Grallaria przewalskii* Rusty-tinged Antpitta (Resident)

↳ ☐ *Heliangelus regalis* Royal Sunangel (Resident)

Figure 43. The *State* evaluation page of a site with the list of species and ecosystem triggers.

When you click the button, you will get a shortlist of all the species that you ticked (Figure 44.). When you click the blue + *Evaluate* button, you will be able to provide the monitoring parameter and the benchmark value for that species, or for the taxonomic class. If you do not have monitoring data on the parameter listed, you can select or define another parameter. We encourage you to find an assessment parameter that you can monitoring over the long term. However, we do recognise that things change, so you can add other assessment parameter to monitor. If you choose a different assessment parameter to monitor, you will need to set a baseline as to what that might have been when the species was first identified as a KBA trigger (baseline).

Biodiversity elements to be assessed for State

Select each of the biodiversity elements to provide your evaluations ⓘ

Species (2)
Ecosystem

+ Add more species

MAMMALIA

↳
🕒

Aotus miconax Andean Night Monkey (Resident)

+ Evaluate
🗑️

↳
🕒

Lagothrix flavicauda Peruvian Yellow-tailed Woolly Monkey (Resident)

+ Evaluate
🗑️

Showing

12 ▾

1 - 2 of 2 Results

Figure 44. The relevant trigger elements need to be selected to evaluate their *State*.

Then, you will need to provide some details about the *State evaluation*. Under ‘Define the nature of the state evaluation for this trigger’, there are two available options. Based on which of the two options you select, you will be asked to provide more information. However, in either case, you will be asked whether the change you recorded is genuine. Finally, when you re-evaluate the site, the same triggers that were monitored the previous time will be added by default. You can add more, remove the existing triggers, or a combination of both as needed to update the State evaluation.

Is the change genuine ⓘ

- ☐ Yes, the change is genuine
- ☐ No, the change is not genuine

6.1.3 Monitoring Pressure

Pressure monitoring tracks how threats and their impacts on the triggers and ecological integrity of the site change over time. When assessing *Pressure*, Assessors will need to update existing pressures by updating their timing, add new pressures or delete pressures that are no longer relevant. Once the pressure has been updated, identify which species or ecosystems are affected.



Note: pressures may apply to all triggers, specific taxa, specific species, or ecosystems.

For each trigger-pressure combination, Assessors will need to assign scope (proportion of the biodiversity element affected) and severity (the magnitude of impact). These combine to provide an overall impact level that ranges from Low to Very High. Scope has four possible categories: Whole (>90%), Majority (>50–90%), Minority (>10–50%), Limited (≤10%). Severity of the pressure depends on the species population decline over 10 years or three generations, or ecosystem loss over 50 years. Severity categories range from negligible (≤1%) to very rapid (>30%).

6.1.4 Entering Monitoring data

In the *Pressure* page, you will be able to evaluate pressures and their timing using drop-down menus (Figure 45.).

Pressure evaluation

Review pressures and their timings ⓘ

Level one ⓘ

Select a level one option

▼

Add a new pressure

Figure 45. The *Pressure evaluation* page.

Once you select the appropriate option from the drop-down, further drop-down menus appear. The first drop-down menu is to identify the type of pressure, while the last drop-down specifies the timing of the pressure (Figure 46.).

Level one ⓘ

Agriculture & aquaculture

▼

Level two ⓘ

Select a level two option

▼

Timing ⓘ

Select the timing of this pressure

▼

Add a new pressure

Once you have made the appropriate selections, you will be able to add the specific triggers that are affected by that pressure (Figure 47a, and Figure 47b.).

Figure 46. When the relevant *Level one* pressure is selected, additional drop-down menus appear so assessors can narrow down the pressure and select the relevant timing.

⌚

Livestock ranching; Small-holder grazing

Expand ▼

Next > triggers affected

🗑️

Figure 47a. When the Pressure has been selected, Assessors can add the specific triggers that would be affected by the pressure.

When you click on the *Next > triggers affected* blue button, you will see a new section (Figure 47b.), specifically under the selected pressure, titled *Effects of this threat on the trigger elements*. In this section, you will need to click on + *Add triggers to this evaluation* button.

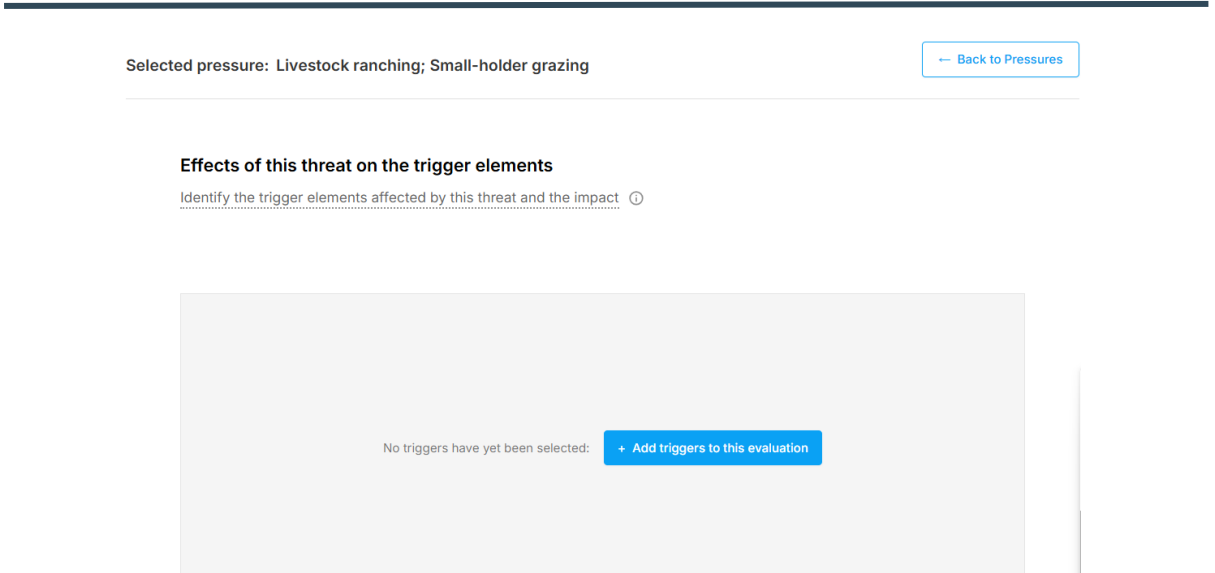


Figure 47b. Assessors can add the specific triggers that the pressure would affect.

Then, a pop-up window will appear in which you can select the specific species and/or the ecosystem triggers by using [a series of] tick boxes (Figure 48.). Click on the relevant species or ecosystem types' tick boxes to specify that the pressure applies to that species or ecosystem trigger at the site. Once you have made the selections, click on the blue + *Add to the evaluation* button.

 **Note:** you can also apply the specific pressure to the taxonomic class of the species to indicate that all species within that taxonomic group are affected by the trigger.

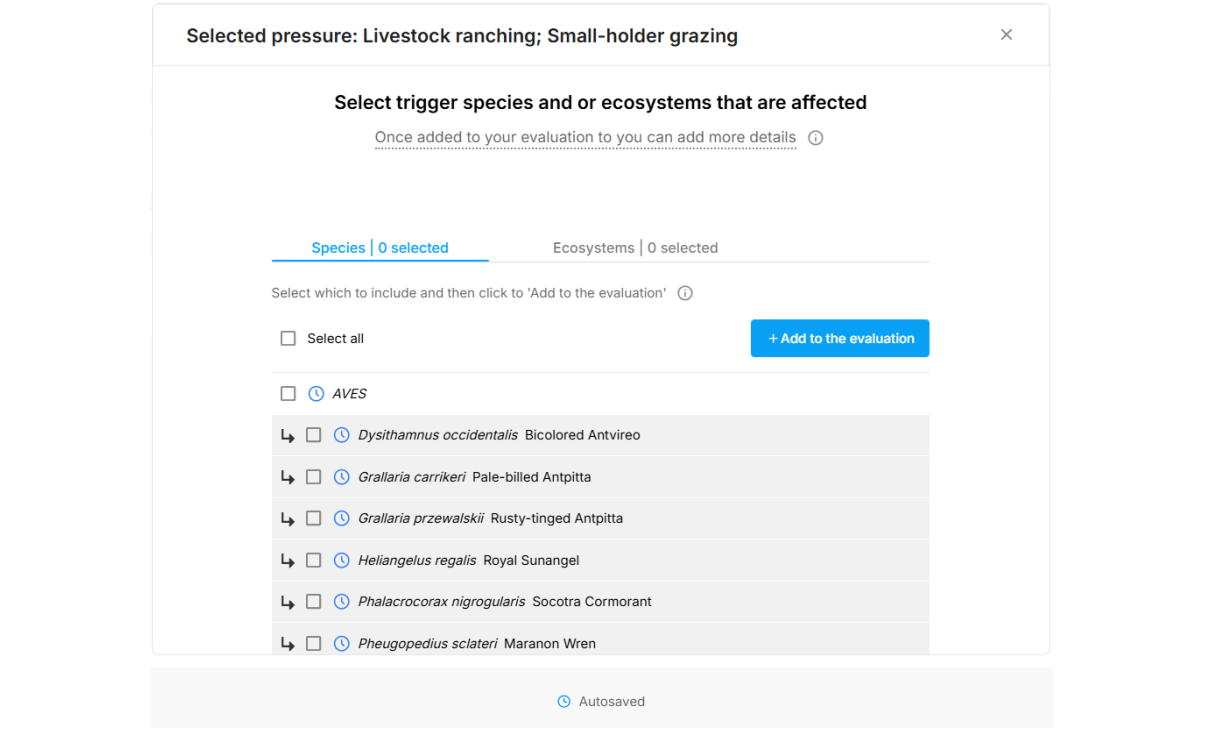


Figure 48. A view of the list of the species and ecosystem triggers that assessors can use to select the relevant taxa or the species affected by the *Pressure*.

Once you have added the species to the evaluation, you will be able to select the scope, severity, and timing of the selected pressure for each species and/or ecosystem type. Note: you can select the appropriate Scope, Severity, and Timing of threat for the taxonomic group, or for each species specifically from the dropdown menus. Your choices are saved automatically and updated as you change it.

The screenshot displays a web interface for selecting threat parameters. At the top, there is a 'Select all' checkbox and a 'Bulk Action' dropdown menu with an 'Apply' button. Below this, the 'AVES' taxonomic group is selected, with 'Close', 'Copy', 'Paste', and 'Trash' icons. A message states: 'The following selections will be applied to ALL species in this taxonomic class'. Three dropdown menus are provided: 'Scope of threat' (Limited (≤10%)), 'Severity of threat' (Negligible (≤1%)), and 'Timing of threat' (Ongoing). Below these, a list of four species is shown, each with a green checkmark indicating an update: *Dysithamnus occidentalis* (Bicolored Antvireo), *Grallaria carrikeri* (Pale-billed Antpitta), *Grallaria przewalskii* (Rusty-tinged Antpitta), and *Helianthus regalis* (Royal Sunangel). Each species entry includes an 'Expand' button and 'Copy', 'Paste', and 'Trash' icons. An 'Autosaved' status is shown at the bottom.

Figure 49. The page in which Assessors will need to choose the scope, severity and the timing of threat for the taxonomic groups and/or species.

You can see that the information has been updated for the species because of the green tick within the green circle before the name of the species. You can also cross-check the update by clicking on expand button for each species. You can also change any or all three options for any of the species within the taxonomic group.



Note: you can also copy the change that you made for one species by clicking the copy button (Figure 50a), so that it is highlighted in blue (Figure 50b.). Then you can click on the paste button of the other relevant species to paste the updated scope, severity, and/or timing of the threat.

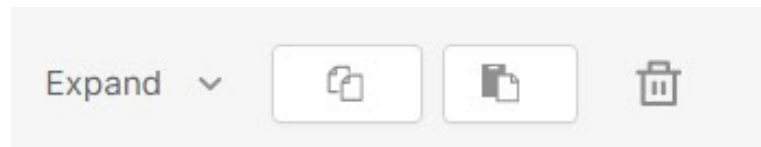


Figure 50a. The copy button is not selected.

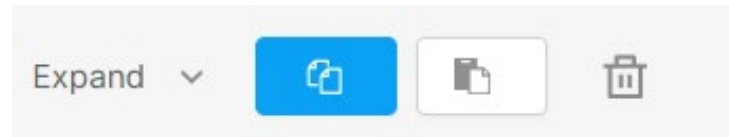


Figure 50b. The copy button has been selected.

To add another pressure, click on the *Back to pressures* button on top of the page (Figure 47b.).

6.1.5. Monitoring Response

Response evaluation summarises the conservation efforts taking place at the site. This includes an evaluation of protected area and OECMs coverage of KBAs, management planning, and conservation actions.

In the evaluation, Assessors should a) review the protected area and OECM coverage; b) indicate the statement that best reflects the extent of management planning; c) indicate the statement that best reflects the extent of conservation actions at the site; and d) indicate (or update) the conservation actions underway as appropriate, and any other actions of relevance to the trigger elements that are needed.

6.1.6. Entering Response data

The next page is *Response*. In this page, you will be able to add information related to the current conservation actions that are underway at the site.

The two fields, *Coverage by Protected Areas*, and *Coverage by Other Effective Area-based Conservation Measures (OECMs)* are non-editable fields and the percentage bands have been estimated based on the information from the latest confirmed site assessment (refer to site details). If you think that the band or the percentage provided does not reflect the true scenario, then you can update the information in the original KBA assessment. To do this, you will need to, first) in parallel to the monitoring, *Edit Only* the most recent KBA assessment to update this field; second) provide the alternative figure; and finally) submit the *Edit Only* request for the KBA assessment. Once the KBA assessment is approved, the updated information will be used to generate the band in the monitoring evaluation.

The next two fields *Management Planning* and *Conservation Actions*, have drop-down menus with multiple options (Figure 51).

Management Planning ⓘ

Not needed



Conservation Actions ⓘ

No actions needed



Comprehensive and effective conservation measures are currently being implemented

Conservation measures are currently being implemented but these are either not comprehensive or not very effective

Some limited conservation initiatives are currently in place but these are not effective

Very little/ no current conservation action

No actions needed

Figure 51. The Management Planning and Conservation Actions drop-down menus with multiple options.

Conservation actions underway and needed

This sub-section is divided into two—one for Conservation actions underway, and the other for any other actions of relevance to the trigger elements that are not yet in place but needed. Both require data input in the same format. Both fields are mandatory (at least one selection is required for each) – noting that you may use the not needed option where applicable.

There are three levels of Actions, where each action has a drop-down menu that you will need to select from (Figure 52.). Each action level is narrowing down the type of conservation action selected in the previous level. This means that Actions – Level 2 drop-down menu will only be visible once the Actions – Level 1 selection is made.



Note: Some types of conservation actions listed only have two levels. Once the relevant actions have been selected, the previously greyed out + button will turn blue (Figure 53.). Click on the blue + button to add the Action to the list.

Conservation actions underway and needed ⓘ

The figure shows a web form titled "Conservation actions underway" with a sub-header "Conservation actions underway and needed ⓘ". Below the title are three columns labeled "Actions - Level 1", "Actions - Level 2", and "Actions - Level 3". Under "Actions - Level 1" is a dropdown menu with the text "Select Action" and a downward arrow. Under "Actions - Level 2" and "Actions - Level 3" are empty dashed rectangular boxes. In the bottom right corner of the form is a small grey button with a white plus sign.

Figure 52. The potential three levels of conservation actions underway at the site with a drop-down menu.

Conservation actions underway and needed ⓘ

The figure shows the same web form as Figure 52, but with selections made in the dropdown menus. Under "Actions - Level 1", the dropdown shows "Species management" with a downward arrow. Under "Actions - Level 2", the dropdown shows "Species re-introduction" with a downward arrow. Under "Actions - Level 3", the dropdown shows "Benign introduction" with a downward arrow. To the right of these dropdowns is a trash can icon. In the bottom right corner, a blue square button with a white plus sign is circled in red.

Figure 53. Each level of Actions selected from the drop-down will allow for the next drop-down selection to be made. Once all three levels of Actions are selected, the blue add button (circled red) appears so you can add the *Actions* to the list.

When you click the blue + button to add the action, a new row of potential actions will be added. Please add however many actions are relevant. Similarly, you will need to take the same steps to select and add the relevant options in Additional actions of relevant to the trigger elements needed section.

Finally, you will be able to provide more details to explain your conservation actions selections for either the actions underway or those that you think are needed at the site in the field labelled *Provide further details that explain your conservation actions selections above* (Figure 53.). This field is optional.

Provide further details relating to your selections above ⓘ Optional

Provide further details about your selections, especially conservation actions

255 Characters

Figure 54. An optional field in which assessors can provide a bit more information to explain their conservation actions needed selections, conservation actions underway selections, or both.

6.2. Overview of data entered

The next page on the right is *Overview*. In this *Overview* page, you can see the status of the monitoring evaluation and whether the evaluation draft can be submitted (Figure 55.). In this page, you can see what percentage of the relevant *State*, *Pressure*, and *Response* fields have been completed, and, where relevant, for how many species, information has been provided.

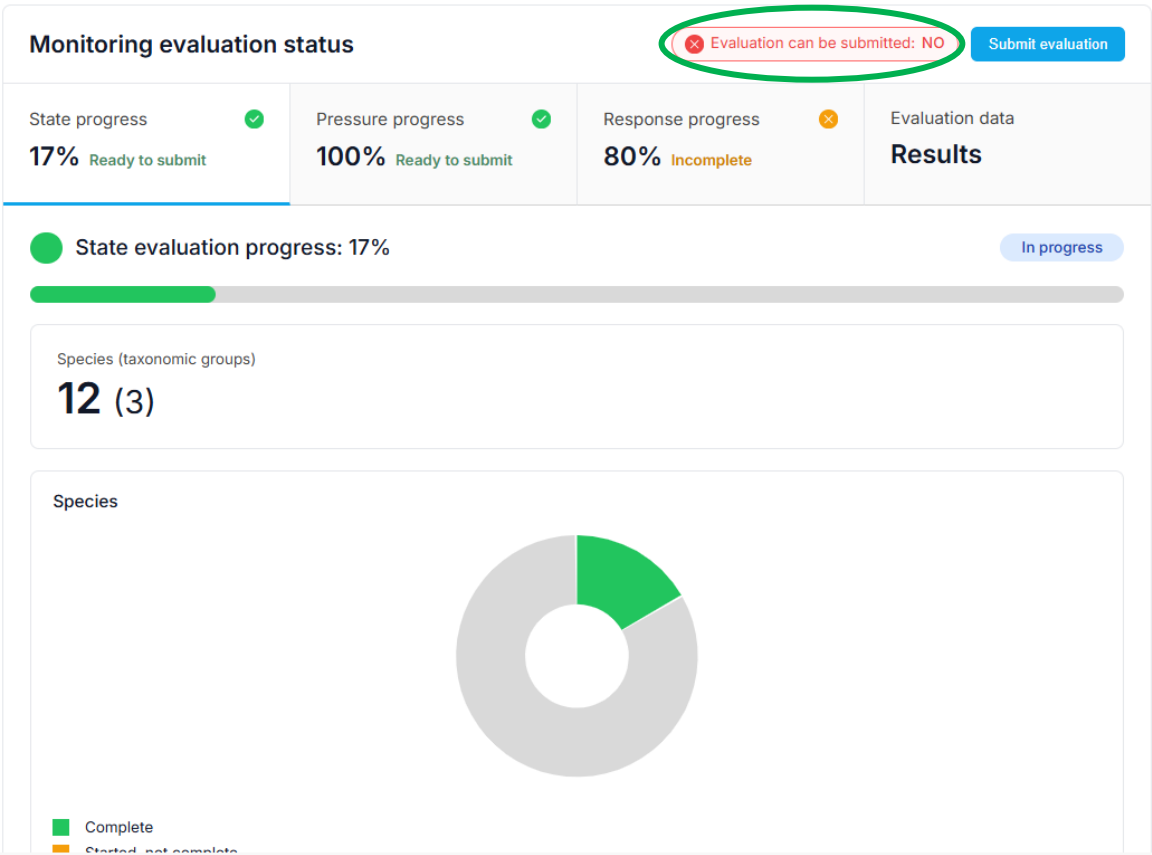


Figure 55. The *Overview* of the *Monitoring evaluation* that highlights how much of the monitoring has been completed for the *State*, *Pressure*, and *Response* section, as relevant. There is a notification in red (top right; circled in green) that states whether the evaluation can be submitted.

It provides a snapshot of the information provided and the completeness of the monitoring evaluation based on the selections you made in the *About* page.

Appendix A. When might you need to include a justification in your KBA proposal?

When drafting a KBA proposal, it may happen that some of the species assessment field require information that is not easily accessible, there are data limitation issues, or data uncertainty. For instance, the last time that the species was seen in the proposed/reassessed KBA could be over a decade ago. In such cases, you may need to include a justification to support your KBA proposal. So, what do we mean by ‘justification’?

In the case of the KBA proposal, especially, in relation to the species assessment data fields, ‘justification’ refers to a valid and reasonable explanation that provides the reviewers with relevant contextual information about the data uncertainty. The justification should come from an expert of that species, and/or taxonomic group. In this Appendix, we will review a few examples of specific situations that would require such ‘justifications’, provide an example justification, and explain what makes a good justification.

Use of ‘Locality’ assessment parameter

When reliable data is available for any of the other assessment parameter, it is recommended that you use those. However, when the species tend to be patchily distributed within their range, or when locality is the best assessment parameter for which global and site information is available, then you will need to use this assessment parameter. Any species whose global extent of localities is fewer than 10, will automatically trigger B1, regardless of the actual proportion of the population at the site. For this reason, you are encouraged to ensure good effort at data collection, so that the data is reliable. Therefore, when using localities as the assessment parameter for the species, you will need to provide a justification that clearly explains what counts as a locality for the species within *Global estimates > Additional information*. Each locality of the species should represent a discrete population based on the species’ dispersal capabilities and the extent of habitat fragmentation, or geographic barriers at the site and at the global level.

Example justification:

1. The locality parameter was used because no distribution range map is available for the species in the IUCN assessment. Locality information was compiled from herbarium and museum collections, published literature, and other reliable biodiversity databases (e.g. GBIF, institutional collections, or vetted community science records), with all data sources and references documented. The species is currently known from the valleys along the mountain range of Peru, where records occur in 133 geographically distinct areas. Populations separated by more than 6 km or by major mountain ridges were treated as separate localities because the species has limited dispersal ability and occupies isolated valley habitats, making movement between these populations unlikely and reducing the likelihood that they would be affected by

the same threatening event. Multiple records representing the same population were therefore counted as one locality. Where relevant, historical records, uncertain localities, or gaps in survey effort were considered when interpreting the final locality estimate. Records of the species, compiled from museum collections, articles and personal communication from experts, are attached in the file "C_schunkei_Records.xlsx" as supporting material.

What makes this a good justification?

The justification explains why locality parameter is being used, where the records come from (i.e., data sources), the rule used to distinguish localities and provides supporting documentation in an excel file uploaded in the proposal. The justification could be made stronger by explaining the biological or ecological reason for using a 6 km threshold for the species.

Key information that a Use of Locality justification should include:

- a) Why is the Locality parameter being used for this species?
- b) Where did the locality records come from?
- c) How were the records grouped into localities?
- d) What is the biological or ecological rationale for the localities?
- e) Is there additional documentation that supports the decision?

Year (presence) is over 12 years old by the time of review

It is recommended that KBA sites be updated and/or reassessed every 8 to 12 years. During each assessment and reassessment, proposers are expected to update the Year (presence) and Evidence of presence fields, in addition to the other information provided on the Assessment page as relevant. Beyond meeting the quantitative thresholds, these fields help demonstrate that the trigger element is regularly present at the site and that the thresholds are not only theoretically met (e.g. a site may contain 2% of a threatened species range, but the species has not been observed within the site boundary for more than 20 years, while it is still fairly common elsewhere in its range).

In some cases, however, no more recent records are available, and the Year (presence) may be more than 12 years old at the time of review. In these cases, proposers will have to provide a justification explaining why the available evidence supports the conclusion that the species is still present at the site. This justification should be included in the Evidence of presence field.

Example of a good Evidence of presence justification:

1. Although the most recent confirmed record of this species within the KBA dates from 2005, multiple lines of evidence support the conclusion that the species is still present at the site. The last verified record in 2005 was collected within the KBA during a

survey, and the identification was confirmed by the taxonomic expert [Dr. Taxonomic Expert]. There have been no more recent surveys. The site is located within protected area, reducing the likelihood that the habitat or population has undergone significant decline. Based on remote sensing data, the habitat supporting the species has remained intact and continues to provide suitable environmental conditions. Finally, the species is known to be sedentary and has a long lifespan, making continued persistence at the site plausible despite the absence of more recent observations.

What makes this a good justification?

The justification provides the year and states that the species was last seen within the boundary of the KBA. The expert also explains exactly why they expect the species to still be present at the site, taking into account both the condition of the habitat and the biological characteristics of the species. Finally, the justification explains why the absence of recent records does not necessarily indicate absence—there have been no recent expeditions.

Key information that needs to be included in the Evidence of presence when the year of presence is more than 12 years old:

- The year of the most recent observation and the location of the observation
- How was the record verified and by whom when relevant?
- Why is the species expected to still be present at the site? What is the current condition of the habitat?
- (optional) What biological characteristics could support persistence?
- Is there expert support? Have taxonomic or local experts provided evidence or opinions supporting the continued presence of the species?

Source of RU data

The Source of RU data field should explain the evidence supporting the estimate of the number of reproductive units (RUs) present at the site. The justification should describe how the RU estimate was derived, when the evidence was collected, and why it supports the conclusion that the site holds at least the minimum number of RUs entered in the assessment. Where the estimate is based on expert knowledge rather than direct counts, proposers should explain the basis for the expert's judgement and provide the expert's name, contact details (with their permission), and the year of data on which the opinion is based. All relevant supporting references (e.g., publications, reports, datasets, monitoring records, or personal communications) should also be cited.

Example of a good Source of RU data

1. The estimate of reproductive units is based on field observations made in 2018, when researchers from the Universidad Mayor de San Simon and the Universidad Catolica del Ecuador recorded and collected individuals of the species within the KBA. During these surveys, seven individuals were documented, confirming the species' presence

at the site. Although the number of individuals directly observed was below the estimated number of reproductive units, experts familiar with the species and the site concluded that the KBA contains sufficient suitable habitat to support at least the minimum number of reproductive units required to meet the KBA threshold. This conclusion is supported by the species' known ecology, including its association with suitable breeding habitat and evidence that even small numbers of observed individuals indicate an actively reproducing population. The estimate is supported by expert consultation with Fernando Carval and Luis Colaoma, who confirmed that the available habitat and field observations provide sufficient evidence for the RU estimate. Supporting evidence includes field survey records, expert opinion, and published information on the species' reproductive ecology (Colaoma et al. 2012).

What makes this a good justification?

This justification explains what was observed, and why the evidence supports at least the minimum RU threshold. The justification references a concrete observation made during a field survey and explains the inference. It explains why the evidence indicates that the site can support at least the minimum number of RUs required for the criteria. The justification also names the experts and clearly cites the supporting evidence.

Key information that needs to be included in Source of RU data:

- What evidence was used to derive the RU estimate?
- When and where was the evidence collected?
- How many individuals or breeding units were directly, or indirectly observed?
- How were those observations translated into an RU estimate?
- What biological/ecological evidence supports the inference?
- Was expert opinion used? If yes, who was it, and what year does the expert opinion/data relate to?

Aggregations

This field is specifically for species that aggregate and that could trigger Criterion D: please describe how the species is aggregatory (relevant for D1); provide justification that the site holds a significant proportion of the global distribution of the species during periods of environmental stress (relevant for D2); or provide justification showing that the site is a recruitment source (relevant for D3). If applying D1b, justify how the site is among the largest 10 aggregations known for the species and provide details about the other 9 sites.

An aggregation justification should demonstrate that the site supports a localised concentration of the species, rather than simply showing that the species occurs there in large numbers. Justification should explain when, where and why the aggregation occurs, and provide evidence that numbers or density at the site are high compared with the species at other stages of its life cycle.

Example of a good Aggregations justification:

1. The Silver-crested Tern (*Sterna argentea*) forms a predictable breeding aggregation at this KBA each year. Although individuals are widely dispersed throughout the non-breeding season, they congregate at a single sandy island within the KBA between May and August to breed. Nesting begins in late May, colony size increases rapidly through June, and peak numbers occur in early July, when up to 5,300 adults have been recorded. The breeding colony is concentrated within the suitable nesting habitat of the site, where birds nest at high densities and undertake courtship, incubation, and chick-rearing. Following the breeding season, adults and fledged juveniles disperse throughout the KBA along the coast and are no longer found in comparable densities (Ruiz & Sarmiento, unpublished). Annual monitoring conducted between 2015 and 2025 recorded counts ranging from 4,900 to 5,400 individuals, demonstrating that the aggregation is regular and persistent (see report, S.argentea_KBArecords.xlsx). Based on an estimated global population of 405,000 individuals, the minimum count represents approximately 1.2% of the global population, exceeding the threshold for Criterion D1a.

What makes this a good justification?

This justification describes the location and spatial concentration of the aggregation and explains why the aggregation takes place. It explains the timing and provides quantitative evidence over a decade (in excel). The justification explains the biological context and provides comparison at other life cycle stages. Finally, the count is linked to the KBA criteria threshold.

Key points that should be included in a good justification for aggregation:

- What is the life-cycle stage during which the species aggregates? Why are they aggregating there—is it a nesting habitat, is it because of food availability?
- What time of the year/season does this take place? When does the aggregation take place?
- Is the aggregation regular or predictable? What is the range of the counts at the site and over what time period?
- Is the aggregation highly localised?
- What is the global estimate?
- What happens outside the aggregation period? Do individuals of the species disperse within the KBA, migrate elsewhere, disperse outside the KBA?

Appendix B. How to deal with Maps?

Use of range data, when Red List range data are not available

We recommend using the Red List range data when it is available. However, in some cases, range map may not exist for the species. In such cases, you are welcome to use the more recent and reliable non-Red List range data for the species, however, you must provide a justification that briefly provide context for the reviewers. In this case, you are also requested to upload the copy of the range map and elaborate on the process of preparing the new/updated range map. For more specific guidance, please refer to Appendix III of the [KBA Guidelines](#).

Use of range data when Red List range data is out of date

If the Red List range data are available, but needs updating, then, KBA proposers can develop a new distribution map following the IUCN Red List Mapping Standards. The new range map should be submitted to the relevant IUCN SSC Red List Authority for review and approval. This updated map must be approved before a KBA can be proposed using the new map. This is to avoid inconsistencies in accepted range maps.

Use of ESH and AOO assessment parameter

All habitat maps or models used must be validated prior to submission in the proposal. You will need to include relevant information about the dataset and the mapping procedures for the final ESH or AOO layer. This should be validated before submission as part of the KBA proposal.

If global Area of occupancy (AOO) estimate for the species is available in the IUCN Red List account, then the KBA proposer should use the same global estimates.

Appendix C. Important Bird Areas, Key Biodiversity Areas, and delistings

Over the years, there have been many important, or prime areas that are taxon-specific, such as Important Bird and Biodiversity Areas, Important Plant Areas, Prime Butterfly Area among others. Although these approaches help identify areas that are important for specific taxonomic groups, it also creates confusion for the decision-makers as to what areas are important for biodiversity overall, especially, when they need to make decisions about funding conservation actions and/or development projects. Additionally, there have been approaches that identify areas important for biodiversity, such as Hotspots and Ecoregions, but they identify areas at a regional scale. However, most conservation actions tend to take place at the site level.

During the World Conservation Congress in Bangkok in 2004, IUCN members recognised the need for a unifying framework that could be used to identify sites that are important across taxonomic groups. After extensive consultations, Key Biodiversity Areas Global Standard (KBA Standard) was developed to create this unifying framework. The KBA Standard was adopted by the IUCN Council and launched in 2016, where 13 leading nature conservation organisations committed to the process of identifying, mapping, monitoring, and conserving KBAs across the world.

It has been agreed that sites identified prior to the publication of the KBA Standard in 2016 using previously established criteria and thresholds that do not meet Global KBA criteria may be recognised as regional KBAs. Accordingly, all existing sites from the above-mentioned schemes were grandfathered into the WDKBA at the outset. Many of these sites have since been reassessed, and while some are Global KBAs, there are others that do not meet Global KBA criteria, but which do continue to meet IBA criteria, and these continue to be recognised as Regional KBAs.