

## IWC Voluntary Conservation Reports refresh: Proposal for a Conservation Database

*Submitted by New Zealand  
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### 1. Introduction

At its meeting in May 2017 the Conservation Committee Planning Group agreed that a draft group would develop a new Voluntary Conservation Reports (VCRs) template for presentation at its next meeting.

A proposal for a refreshed reporting format was developed by New Zealand, for the Group's consideration and discussion at its meeting in May 2018. This paper summarises issues with the current reporting template, outlines the proposed refresh and its benefits, and makes recommendations for how this work should be continued.

The proposal is submitted to the Conservation Committee for their discussion and endorsement.

### 2. Background

At the Conservation Committee's last meeting in October 2016, the Chair noted the need to make VCRs as useful as possible, and to record how they were being used to measure success. The Committee thus agreed to establish a group comprising Australia, Mexico, UK and the Secretariat to review and develop the current report template (attached as Annex 1) to align it with the new Conservation Committee Strategic Plan.

At its meeting in May 2017, the Conservation Committee Planning Group considered a paper prepared by the Secretariat, at the request of the Chair and Vice-Chair of the Conservation Committee, to inform discussions on potential revisions to the template for VCRs. This paper is available as IWC/M17/CPG/02 and contains detailed background on the Voluntary Conservation Reports and related issues.

The Group was invited to comment on the issues and information summarised above in relation to:

1. the overall purposes of reporting and how reports can be used;
  2. the relationship with SC Progress Reports;
  3. the development of a revised reporting template;
  4. the timing of reporting;
  5. online reporting; and
- to identify next steps to develop proposals for the Conservation Committee in 2018.

The Group agreed that reporting should be both useful and used, and where possible aligned with other intergovernmental processes. The Group also agreed that a draft group chaired by Rojas-Bracho and Rendell would develop a proposal to bring to the next meeting. This draft group, known as the "Correspondence Group", comprises Argentina, Australia, Chile, Mexico and New Zealand. New Zealand agreed to take forward the development of a proposal for presentation to the 2018 Conservation Committee Planning Group meeting. At its meeting in May 2018 the Conservation Committee Planning Group considered the proposal and requested New Zealand prepare a costed project document and submit the proposal to the Conservation Committee at its next meeting in 2018.

### 3. Proposal

*It is proposed that the submission of stand-alone individual Voluntary Conservation Reports be replaced by a **public, online web-accessible database of cetacean conservation information** (working name: "Conservation Database") integrated into the International Whaling Commission's website. This would streamline the reporting requirements on Contracting Governments, and improve the accessibility, effectiveness and reach of information submitted in Voluntary Conservation Reports.*

The overall objective of this proposal is to enable cetacean conservation information to be **used** and **usable**. This can be better achieved through an interactive, real-time database, where the information is user-friendly, easy to access and intuitive to both update and navigate.

Online databases are a useful and established means of collating information on common topics and presenting this in an easily-accessible and customisable format to the public. This type of platform is already in use by a number of international organisations. As stated on the Food and Agriculture Organisation's (FAO) Gender and Land Rights Database, this system "provides a fast and reliable way to access country-specific information with no need to search through individual databases and systems".<sup>1</sup>

The proposed Conservation Database would serve as a dynamic information and knowledge-sharing platform. It would function as a 'one-stop shop', through connecting to other data products of the International Whaling Commission (IWC). It would draw thematic data (and broader policy positions, where relevant) from those products into a single place, and/or link to those other products for further information.

Contracting Governments would be invited to submit their countries' information under a given list of themes, which have been developed in alignment with the Conservation Committee's Strategic Plan and Work Plan. After an initial upload of data, Contracting Governments would only be required to make updates as needed, with a suggested annual reminder to do so. A record of all past entries could also be kept for historical purposes. It is suggested that the Secretariat hold responsibility for maintaining and sending update reminders for the database.

The information could be viewed by country profile or by theme, according to the user's needs. Sample webpages are provided in Annex 2 for visual concepts of how the Database may be designed. Further detail on this proposal, its benefits, funding and interaction with the Conservation Committee and plenary meetings can be found further below.

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<sup>1</sup> <http://www.fao.org/gender-landrights-database/country-profiles/en/>

## **4. Benefits**

### **1. Increased visibility**

At present, VCRs are uploaded directly to the IWC's archives as PDF documents and must be purposefully searched for in order to be found. They are not mentioned on the IWC's main website, including on the Conservation Committee's webpage. This means there is a lack of visibility of the reports and the information they contain; it is generally limited only to those aware of their existence.

Lifting the information out of the archives and onto an IWC webpage brings it into the light, enabling greater awareness of its existence and facilitating higher web traffic. Featuring the information so prominently reflects the importance of cetacean conservation to the IWC and the high regard in which it is held.

### **2. Easily accessible**

Though Voluntary Conservation Reports are made available as Conservation Committee documents, it is not clear if and how they are used beyond this. It is currently difficult and unintuitive to locate the VCRs in the IWC's archives; as such, they are rarely accessed by Contracting Governments, let alone the members of the public who may benefit from them.

Publishing the Conservation Database as a webpage under the drop-down "Conservation & Management" tab on the International Whaling Commission's homepage would require only one 'click' from the homepage to access ([see Annex 2](#) for draft concepts).

### **3. Easier and quicker reporting**

VCRs are currently submitted as Word or PDF documents. Some aspects of the current reporting template are "static" and not subject to regular change within Contracting Governments (such as legal developments) but the same information is resubmitted each year.

Online reporting, which many IGOs now utilise, lightens the reporting workload for Contracting Governments. Authorised users from Contracting Governments will firstly establish their profiles (i.e. upload information) to the database under as many given topics as they are able. After this initial upload, content will only need to be updated on an as-needed basis, with a suggested annual reminder (possibly from the Secretariat if capacity allows or automatically-generated) to Contracting Governments to check and review their pages.

In this way, only minor updates are required as necessary, instead of reproducing a largely repeated document. If the information remains current, then no action is needed. This online updating process removes the need for Contracting Governments to repeatedly prepare and issue annual documents.

The Conservation Database would also be linked to other IWC information products ([see section 8](#)). Any updates made in those products would be carried across into the Database. This would eliminate the need for contributors to review and update multiple databases.

In keeping with good database practice, the dating and currency of information would need to be managed. Contents in the database could be date-stamped, such as "Last updated on [date]", for information and awareness.

Periodic or targeted reviews of old information could also be included to ensure content remains current, as outdated information would need to be removed. One option for this may be automatically-generated reminders sent to contributors once the information reaches a certain age. In order to retain the

information for record-keeping and tracking purposes, a full record of all previous entries could exist as an 'archive' link on every country profile or theme ([see Annex 2](#) for example).

#### **4. Customisable and flexible content**

At present, VCRs are available for download as individual Contracting Government reports. This fragmentation means it is not possible to access data across a range of countries on a single topic. For a user wanting to seek information on whale-watching operations, for example, all the stand-alone country reports would need to be downloaded and checked for relevant material. This process is time-consuming and labour-intensive.

An integrated website database allows information to be collated and displayed in real time according to the user's needs. Information can be viewed either by topic (i.e. all Contracting Governments' entries on "bycatch") or by country (i.e. all entries submitted by New Zealand). Increased functionality could also be added to refine and filter data even further, i.e. to display entries from a chosen group of countries, or to display entries on "whale-watching operations" and "bycatch" from one or more specified countries. In this way, the information is fluid and flexible, with users able to customise the content displayed. A direct link to the Contracting Governments' website/s for further information could also be included.

Presenting the information in this way makes it much more usable and useful to all Contracting Governments, among other stakeholders. Far from being a reporting process, there are rich two-way benefits to be had. For example, there may be information on issues and management activities of interest and use to other Contracting Governments who are facing similar challenges or who are willing to cooperate through either international or bilateral exchanges.

#### **5. A user-friendly, web-based database**

At present, VCRs are submitted as individual Contracting Government documents in a PDF format. This involves administrative work from the Secretariat to assign individual document numbers in line with filing convention, rename document titles for consistency and, lastly, upload the document to the IWC's archives.

For contributors, an online, web-based database is intuitive to use and makes information easy to submit. Authorised users from Contracting Governments can log into the database (ideally with their existing personal IWC account) to access and easily update their country profiles. This is not a novel concept for IWC members, as Scientific Committee progress reports are already submitted through a similar portal by nominated authorised users.

For users, having the data available online makes the information easier to search and quicker to access. Where the information contained in the VCRs was previously not searchable online, having the text published on a website in a 'one-stop shop' allows it to be picked up by search engines, which can further drive web traffic and increase visibility. Information would be much more easily extracted from the website than it is currently from PDF documents. Users would be able to copy and paste the text from the webpage, or possibly have an option to "download these results". Another option to explore might be the possibility for users to sign up to email alerts whenever new information is posted in their selection criteria.

Pending discussion with the Secretariat, it is suggested that the Secretariat hold responsibility for maintaining the database and sending annual reminders for updates.

In developing an online reporting system, it would be useful to review the development and operation of the Scientific Committee Progress Reports Portal for any learnings that can be applied.

## **6. Themes and alignment with the IWC Conservation Committee Strategic Plan**

This refresh is an opportunity for the database content to be better aligned with the IWC Conservation Committee's Strategic Plan and Work Plan, and to better reflect the needs of users. Aside from the general public, the information would most useful to environmental NGOs and fellow Contracting Governments wishing to learn about and adopt what others are doing in the cetacean conservation space.

Reflecting the Strategic Plan's relevant Priority Actions, Priority Threats and Thematic Strategic Plans may provide a good starting foundation for the themes of the Conservation Database, such ship strikes, whale sanctuaries, bycatch and whale- and dolphin-watching. Having these themes simultaneously available resolves any question of a rotating thematic basis, as a different theme each year may mean that some information becomes outdated while waiting for its 'thematic turn'.

Tailoring the topics to the Work Plan would also help the Conservation Committee report more effectively against the specific deliverables of that Plan. Topics could also be harmonised and streamlined with reporting obligations required by other intergovernmental organisations, such as the Convention on Migratory Species. The Conservation Committee Planning Group is invited to discuss appropriate themes and their interaction with the Strategic Plan and Work Plan.

## **7. Encourages greater uptake**

Since IWC58, only 8-10 countries have submitted VCRs to each Conservation Committee meeting. Data submission remains one of most challenging aspects of the VCR initiative. One possible reason may lie in the information requested in the current template. Six topics are implied to be mandatory to report against, with only one ("Other") being explicitly at the discretion of the authority submitting the report. Combined with the various topics requiring expert knowledge in multiple areas, the comprehensive information being expected can serve as a deterrent to potential contributors.

This is addressed through an opt-in format for the Conservation Database based on a "something is better than nothing" approach whereby Contracting Governments need only submit on topics of their choosing. In this way, not being able (i.e. for reasons of resourcing or relevance) to report against all the topics does not preclude Contracting Governments from submitting information they do have.

Countries will simply submit as much or as little information as they are able to, on as many topics as they can or wish, which will help encourage greater engagement. For example, a Contracting Government with limited resources or ability, or no involvement in areas such as whale-watching, but which is doing excellent work on, say, bycatch, need only submit on bycatch. This opt-in approach, combined with the need to update only as necessary, aims to remove any perceived reporting barriers in order to draw out what valuable information can be collected.

## **8. Synergies with other initiatives**

At present, the information contained in VCRs is used as a discrete, stand-alone resource. However, there are knowledge-sharing synergies to be had with other initiatives, where the information can be used for specific interests below as well as for general purposes. These include:

### **1. Scientific Committee Progress Reports Portal**

- *The 2017 paper by the IWC Secretariat has already outlined the potential for greater collaborations (IWC/M17/CPG/02):*
- *"There are common issues for both Scientific Committee and Conservation Committee reporting processes around participation, need and use. There are some sections of the*

*Voluntary Conservation reports that overlap in context with the SC National Progress Reports.*

- *“It might be useful to further consider collaboration between the two reporting processes. For example, Voluntary Conservation reports contain information on threats to cetaceans such as ship strikes; and reporting systems used for cetacean injuries and strandings (including references to the ship strikes database). While the Conservation Reports are more descriptive than data based, they may be scope to link these sections to the SC Progress Reports submitted each year, to provide some context around the level of these threats and the number of incidences being reported.*
- *“This might include the potential for reporting to contribute to national management of data and information related to cetacean conservation and management; sharing of experience and best practice in implementing IWC recommendations and identifying opportunities for cooperation.”*

## 2. Joint CC-SC Database of Recommendations

- *Information from the Conservation Database could be used in the Database of Recommendations and to assess progress with implementing the recommendations.*
- *This interaction could be considered further following discussions on the Database of Recommendations’ development at the upcoming meetings of the Conservation Committee Planning Group and the Joint Conservation Committee-Scientific Committee Working Group.*

## 3. Whale-Watching Handbook

- *Information from the Handbook could be pulled across into the Conservation Database.*

## 4. Information collated by sub-groups

- *Thematic information, such as that currently being amassed by the IWC Bycatch Coordinator, could be used to populate thematic profiles in the Conservation Database.*

## 5. Thematic events

- *Information could be used from the Conservation Database to support any thematic discussions or workshops.*

## 6. Other reporting obligations

- *Information from the Conservation Database could contribute to reporting in other intergovernmental organisations, such as for the Convention on Migratory Species, particularly if the themes have been streamlined.*

The Conservation Database would function as a ‘one-stop shop’. It would draw the thematic data (and broader policy positions, where relevant) from the IWC’s other initiatives into a single place, and/or link to those other initiatives for further information (for example, if users would be better referred to the Scientific Committee Progress Reports for detailed, technical data). This would eliminate the need for users to consult multiple databases and webpages to obtain the complete picture of information available on a single topic or country. Similarly, having information automatically pulled across would eliminate the need for contributors to update multiple databases.

## 5. Cost and resourcing

Estimated costs for the database are itemised in the proposal budget document (Annex 3). Two implementation options are available: a simplified database (£8000-12,000) and an integrated database (up to £20,000). The simplified database is standalone from the other IWC databases whereas the

integrated database has links to other IWC databases and will require modifications to enable the additional linkages. The scope and associated costs can be further revised following the Commission.

A sample design may include a site front-end that interfaces with a database where users can search for content in the resource collection. The back-end of the database could be updated through a browser-based interface, to allow updating access via the web.

Resource implications have been explored. At present, the Conservation Committee's work is funded by voluntary, not core, funding. The source of funding (voluntary or core) to establish the Conservation Database will therefore need to be considered; any implications for core funding would need to be flagged to the Secretariat, in particular the Head of Finance. - The Conservation Database project is one of the priorities to which New Zealand's June 2018 VCF financial contribution of NZD\$40,000 is tagged.

## **6. Interaction with Conservation Committee and plenary meetings**

In the absence of a written annual report, it will need to be considered how this work could be brought into the Conservation Committee and plenary meetings. Examples may include:

- A written summary of new information, best practice and novel ideas received since the previous year, for presentation at the Conservation Committee. For example, the synthesis could be:
  - Automatically generated by the database, by collating all entries identified by Contracting Governments for notification to the Conservation Committee (a tick-box for this question could be added when adding/updating material); or
  - Undertaken by an intersessional correspondence group, or even the Secretariat if capacity allows.
- Verbal reports by Contracting Governments of any key updates that they consider useful to highlight to the Conservation Committee.

## **7. Next steps**

The Conservation Committee is invited to comment on this database proposal, including in relation to:

- (1) the overall concept of a database platform;
- (2) key themes for Contracting Governments to report against, as aligned with the Conservation Committee's Strategic Plan;
- (3) the relationship with other IWC data products;
- (4) the suggested annual timing for updates;
- (5) financial and resource implications, including whether the establishment of the database receives core or voluntary funding; and
- (6) how the information would be brought into the Conservation Committee and Commission plenary meetings.

The Conservation Committee is invited to consider and endorse the proposal.

If the proposal for an online database is endorsed, the next steps may include a recommendation to the Commission seeking agreement to the Conservation Database concept and seeking funds to develop a pilot database. This pilot database could then be presented for the Conservation Committee's consideration at its 2020 meeting – alongside a proposal for longer-term funding – for the Committee's agreement to fully implement the Conservation Database.

## 8. Annexes

### ***Annex 1: Current VCR template***

Country:

National Governmental Authority submitting the Report (full contact information):

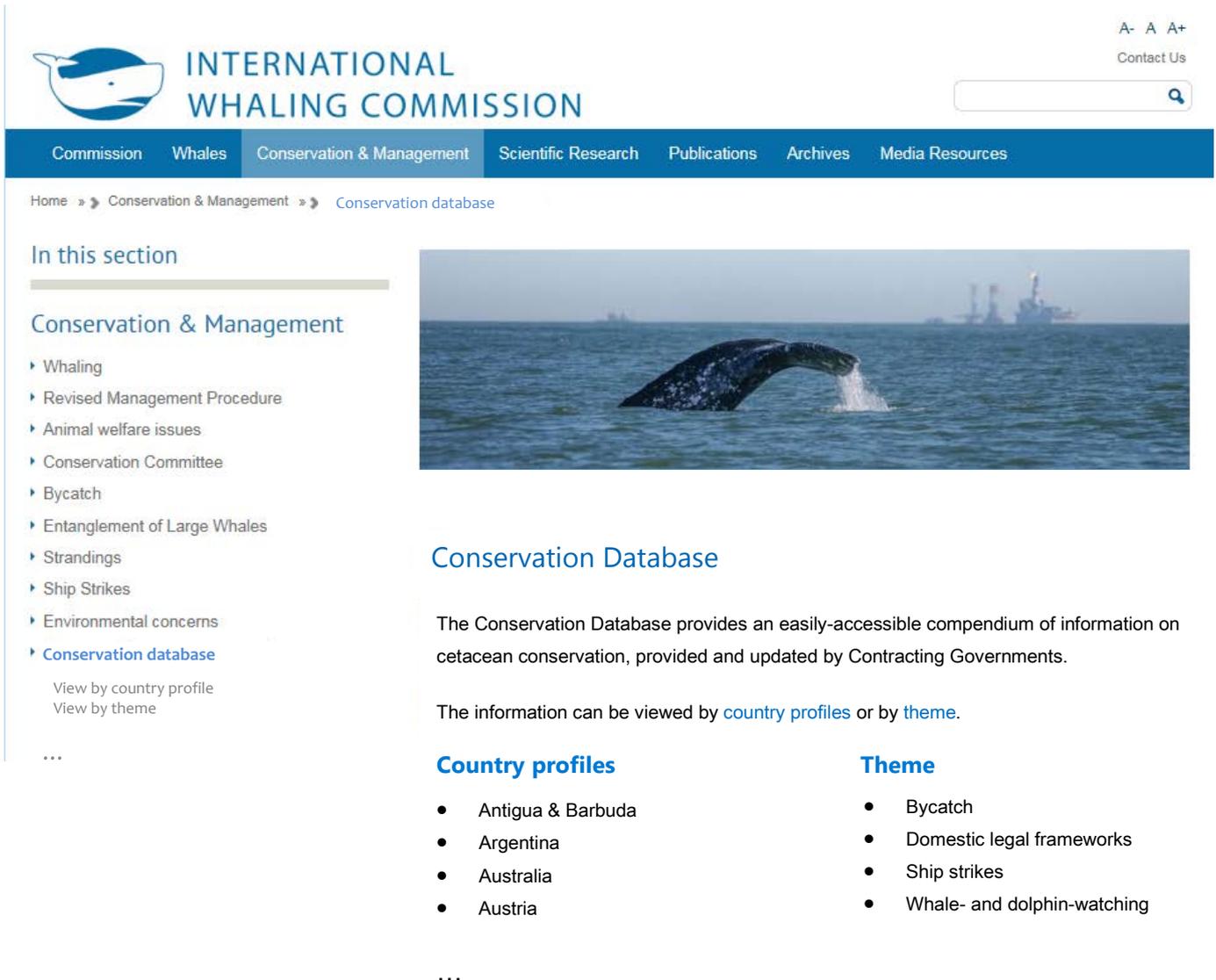
1. Legal developments (laws, regulations and other regulatory measures related to cetaceans).
2. Information on whalewatching operations (scale, target species/populations and relevant management issues).
3. Current Government programs related to cetacean conservation.
4. Current threats to cetacean conservation and management measures taken/proposed.
5. Reporting systems for cetacean injuries/mortality/strandings.
6. International cooperation activities (includes bilateral or multilateral cooperation, assistance and funding programs and appropriate contact information, and other international activities of the Country submitting the Report).
7. Other (at the discretion of the Authority submitting the Report).

## Annex 2: Draft webpage concepts

Note the suggested content of the webpages is for examples purposes only, pending discussion and agreement from the Conservation Committee Planning Group.

Sample breadcrumb trails (i.e. Home > Conservation & Management > ... ) are also provided under the blue contents banner, as an indication of where these webpages may sit within the IWC website.

### 1. Sample **Conservation Database webpage** under the Conservation Management tab:



INTERNATIONAL WHALING COMMISSION

Home » Conservation & Management » Conservation database

### In this section

#### Conservation & Management

- Whaling
- Revised Management Procedure
- Animal welfare issues
- Conservation Committee
- Bycatch
- Entanglement of Large Whales
- Strandings
- Ship Strikes
- Environmental concerns
- Conservation database**
  - View by country profile
  - View by theme

## Conservation Database

The Conservation Database provides an easily-accessible compendium of information on cetacean conservation, provided and updated by Contracting Governments.

The information can be viewed by [country profiles](#) or by [theme](#).

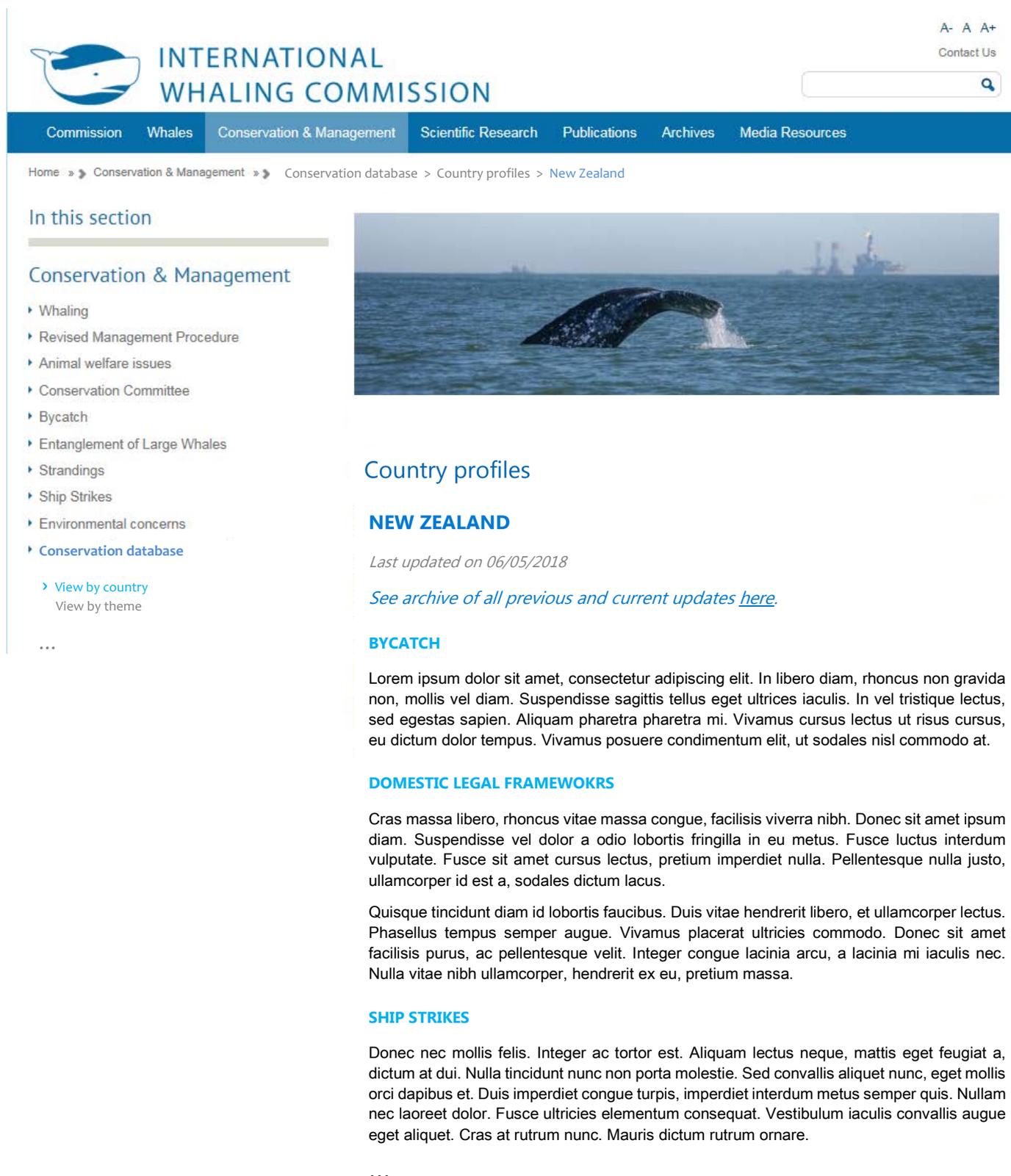
### Country profiles

- Antigua & Barbuda
- Argentina
- Australia
- Austria

### Theme

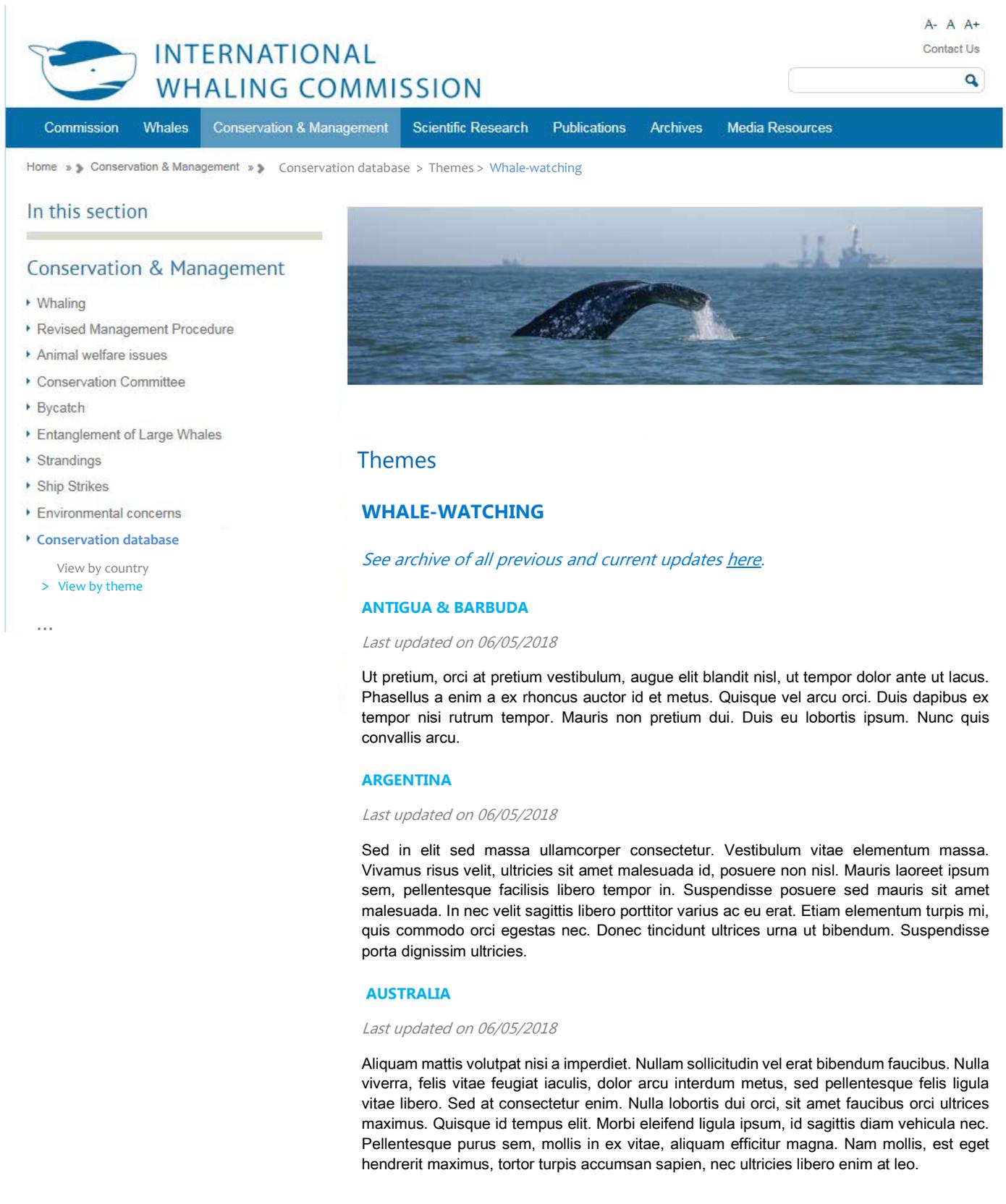
- Bycatch
- Domestic legal frameworks
- Ship strikes
- Whale- and dolphin-watching

2. Sample webpage for a **country** profile:



The screenshot displays the International Whaling Commission (IWC) website. At the top right, there are links for 'A- A A+' and 'Contact Us', along with a search bar. The main navigation menu includes 'Commission', 'Whales', 'Conservation & Management', 'Scientific Research', 'Publications', 'Archives', and 'Media Resources'. The breadcrumb trail reads: 'Home >> Conservation & Management >> Conservation database > Country profiles > New Zealand'. The left sidebar, titled 'In this section', lists various categories under 'Conservation & Management', including 'Whaling', 'Revised Management Procedure', 'Animal welfare issues', 'Conservation Committee', 'Bycatch', 'Entanglement of Large Whales', 'Strandings', 'Ship Strikes', 'Environmental concerns', and 'Conservation database'. A link for 'View by country' is also present. The main content area features a large image of a whale breaching the ocean. Below the image is the heading 'Country profiles' followed by 'NEW ZEALAND' in bold. A note indicates the page was 'Last updated on 06/05/2018' and provides a link to the 'archive of all previous and current updates here'. The 'BYCATCH' section contains a paragraph of placeholder text. The 'DOMESTIC LEGAL FRAMEWOKRS' section (note the typo) also contains placeholder text. The 'SHIP STRIKES' section contains another paragraph of placeholder text. The page ends with an ellipsis '...'. The footer of the page shows '67\_CC\_10', '10', and '31/08/18'.

3. Sample webpage for a **theme**:



The screenshot shows the International Whaling Commission (IWC) website. At the top right, there are links for 'A- A A+' and 'Contact Us', along with a search bar. The main navigation bar includes 'Commission', 'Whales', 'Conservation & Management', 'Scientific Research', 'Publications', 'Archives', and 'Media Resources'. The breadcrumb trail reads: 'Home >> Conservation & Management >> Conservation database > Themes > Whale-watching'. On the left, under 'In this section', there is a 'Conservation & Management' menu with items like 'Whaling', 'Revised Management Procedure', 'Animal welfare issues', 'Conservation Committee', 'Bycatch', 'Entanglement of Large Whales', 'Strandings', 'Ship Strikes', 'Environmental concerns', and 'Conservation database'. Below this menu are links for 'View by country' and '> View by theme'. The main content area features a large image of a whale breaching the ocean. Below the image is the heading 'Themes' followed by 'WHALE-WATCHING'. A link says 'See archive of all previous and current updates [here](#).' Below this are three country-specific sections: 'ANTIGUA & BARBUDA' (last updated 06/05/2018), 'ARGENTINA' (last updated 06/05/2018), and 'AUSTRALIA' (last updated 06/05/2018). Each section contains a paragraph of placeholder text. The page ends with an ellipsis '...'. The footer contains the text '67\_CC\_10', '11', and '31/08/18'.

### Annex 3 Project Proposal and Budget

#### Project Title

Conservation Database Pilot

#### Lead Working Group

*Please note which Working Group has recommended the project be taken forward.*

Conservation Committee Planning Group recommendation to the Conservation Committee

*Additionally, if other Working Groups or Subcommittees have interests in the work of this project, please list them here.*

- Ship Strikes Working Group
- Standing Working Group on Whale-Watching
- Standing Working Group on Conservation Management Plans
- Standing Working Group on Bycatch
- Joint CC-SC Database of Recommendations
- Bycatch Mitigation Initiative
- Working Group on Whale Killing Methods and Welfare Issues
- Scientific Committee Progress Reports

#### Project Description

*A very brief overview of the project proposal and its expected outcomes.*

The current process for submission of information to the Conservation Committee occurs through National Conservation Reports. Each submission is an individual document that does not contain search disaggregated data. This can make quick comparisons with other submissions time consuming. This project will improve and replace the existing reporting process through a public, online web-accessible pilot database of cetacean conservation information (working name: "Conservation Database") integrated into the International Whaling Commission's website.

#### Project Justification

*Demonstrate connections to relevant recommendations and Resolutions endorsed by the Commission including, where relevant, the Conservation Committee's Strategic Plan.*

The Conservation Database would serve as a dynamic information and knowledge-sharing platform. It would function as a 'one-stop shop', through connecting to other data products of the International Whaling Commission (IWC). It would draw thematic data (and broader policy positions, where relevant) from those products into a single place, and/or link to those other products for further information.

This would streamline the reporting requirements on Contracting Governments, and improve the accessibility, effectiveness and reach of information submitted in Voluntary Conservation

Reports. The proposed pilot was endorsed by the Conservation Committee Planning Group at its meeting on 7 May in Bled, Slovenia.

The themes for the Database content will be aligned with the IWC Conservation Committee's Strategic Plan and Work Plan. For example, it would reflect the Strategic Plan's relevant Priority Actions, Priority Threats and Thematic Strategic Plans, such as ship strikes, whale sanctuaries, bycatch and whale- and dolphin-watching.

The Database will also:

- increase the visibility of conservation information;
- make the information easily accessible to users (including NGOs and the public)
- enable quicker and easier reporting;
- enable flexible and customisable content searching;
- be a user-friendly, web-based platform;
- encourage greater engagement from Contracting Governments; and
- have synergies with other IWC conservation information products.

The database could be implemented in two ways:

- A simplified standalone. This would retain the most of the benefits listed above except for linkages with the other IWC databases so would not require any changes to other databases.
- An integrated database. This would be more complex as it would have links and could extract data with the other IWC databases.

#### **Relevant IWC Voluntary Funds**

*Please list all relevant IWC Voluntary Funds and which criteria this project meets.*

IWC Voluntary Conservation Fund (VCF).

Overview of activities

Activity	Expected Results	Timeline	Budget Implications	
			Type (Salary, Travel, Meeting Services, Equipment, Other)*	Estimated Cost (GB pounds)
Establish Conservation Database	An online, interactive product that allows users to view information by country or theme.	Pilot to be launched in time for presentation to the next meeting of the IWC Conservation Committee	Services	£8,000-12,000 for basic version (a simplified standalone database)  Up to £20,000 for a database integrated with other IWC databases  <b>Based on this work being outsourced externally</b>
Establish Conservation Database webpage (both webpage code and text)	Conservation Database webpage available under IWC Conservation Committee webpage.	Published in time for presentation to the next IWC Conservation Committee meeting	Services	
IWC circular to populate pilot Database	Contracting Governments are notified of the pilot Database and invited to input their country information to enable development of the pilot.	By end of June 2019	Services	
IWC circular to launch Database	Contracting Governments are notified of the Database and invited to input their country information	As soon as possible after endorsement by the Commission		
IWC to maintain Database	Ongoing maintenance and servicing of the database	Ongoing	Services	
Annual reminders to	Contracting Governments input into/check/update their	Annual	Services	

Activity	Expected Results	Timeline	Budget Implications	
			Type (Salary, Travel, Meeting Services, Equipment, Other)*	Estimated Cost (GB pounds)
Contracting Governments	country information on the Database			

\*Salary costs should include salaries for additional staff to be recruited but exclude staff time of existing Secretariat staff (core time), which is outlined below. Travel costs should include a breakdown of flights, accommodation and subsistence. Please contact the Secretariat for guidance on subsistence rates.

#### Core Secretariat support required

Type	Detailed description	Number of days
IT/database	<p>Establishment of a Conservation Database for Contracting Governments to input into via individual country logins, with auto-population of relevant data from other existing IWC information products.</p> <p>Establishment of a Conservation Database webpage under the IWC Conservation Committee webpage.</p> <p>Some of the existing code and functionalities for the Whale-Watching Handbook or Database of Recommendations could be used.</p> <p>A sample design may include a site front-end that interfaces with a database. The back-end of the database could be updated through a browser-based interface, to allow updating access via the web.</p>	<p><b>If outsourced externally-</b> Contract management time 5 days (in addition to costs of contractor estimated above)</p> <p><b>If undertaken in house –</b> 80-100 hours basic 200+ hours advanced</p>
Communications	<p>Initial email to Contracting Governments advising them of the launch of the pilot Conservation Database.</p> <p>Explanatory webpage text under the IWC Conservation Committee site.</p>	1 day or less per year

	Annual reminder sent via IWC circular to Contracting Governments to input into, check and/or update their country profiles.	
Meeting Services	n/a	n/a
Ongoing project management	Ongoing maintenance of IT and of management content including moderation, extracting syntheses of information etc.	3 days per year IT maintenance  7 days per year ongoing management
<b>Total</b>		

#### Potential partners or funders

*Please include a list of all potential partners and funders and their role in this project.*

- The Conservation Database project is one of the priorities to which New Zealand's June 2018 VCF financial contribution of NZD\$40,000 is tagged.
- Other Conservation Committee VCR Correspondence Group countries may be interested in providing support.

#### Project requirements/Permits/Insurances

*Please list any constraints or other considerations e.g. field work permits, CITES permits, welfare concerns, security considerations etc*

None.

*Please confirm that all relevant insurances are secured.*

None.

#### Possible Risks

*This should include all possible risks or uncertain factors that might have a negative impact on the project and their possible consequences. Add mitigation options, if possible.*

Secretariat unable to resource the establishment and/or management of the database.

- Discuss options for resourcing with Secretariat to ensure adequate funding and staff capacity are allocated.